



Campus Lockdown Procedure

Procedure to Follow During a University Lockdown

Category: Health and Safety;

Jurisdiction: Vice-President, Administration and Finance;

Approval Authority: Executive Team;

Amendments: February 2018; March 2021.

Triggered by a Violent Incident or Threat

If Lakehead University authorities determine that a violent incident or threat has occurred of such gravity as to warrant a lockdown, a campus-wide alert will be initiated using mass email and the Mobile Safety app to declare the lockdown and issue instructions.

The following circumstances warrant a lockdown rather than an evacuation:

1. to ensure maximum protection against gunshots and/or similar dangers;
2. to minimize the number of potential targets of violence; and
3. to enable police to maneuver swiftly and unimpeded.

In the event of a lockdown the following steps should be taken:

1. You should remain where you are - provided that the area can offer some sort of shelter and security and that the person using a gun or otherwise threatening violence is not active there, or,
 2. If you're not in a secure room, immediately seek the nearest shelter, or,
 3. If the person threatening violence is active in the location where you find yourself, and immediate exit is not possible, seek whatever shelter you can
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find behind local furniture or architectural features.

4. If you can identify persons with disabilities in your area, escort them to, depending on the circumstances, the nearest exit or secure area, and help them to conform to all protective requirements in the secure area;
5. If you encounter police, keep your hands elevated with palms open and visible, and obey all police instructions;
6. Lock and/or barricade, if possible, all doors into the room where you are sheltering and seek whatever cover is available in the room;
7. Turn off lights or maintain minimal lighting;
8. Close any curtains or blinds on windows;
9. Remain out of sight of uncovered windows and;
10. Remain calm and assist others in remaining quiet and out of sight;
11. Remain silent unless communication is absolutely necessary;
12. Comply with all instructions from, and provide assistance to, the Lockdown Officer (LDO) in your secure area (in administrative units LDOs will be Managers, Directors or Executives, and in each classroom the senior instructor shall automatically become the LDO; groups who find themselves initially without an LDO must select their own on the spot). The LDO's main responsibilities are (a) to ensure that lockdown procedures are followed and (b) to monitor communications from the University over whatever media are available;
13. To avoid swamping the Security Office, Police, and Emergency Services communication systems, REFRAIN from contacting anyone outside your area of shelter UNLESS you are certain that the person threatening violence is present or nearby; in this case, if escape is not possible, the LDO should contact Security to alert them to the local danger;
14. Should a fire alarm go off in any building while the lockdown warning is in effect, then, unless there is an odour of smoke or other evidence of an actual fire, you should disregard the alarm – but LDO's should identify primary, secondary and any other alternative means of escape such as windows in case an actual fire is detected;

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15. Remain in the secure room or area until the lockdown alarm has ceased AND police, the University's fire wardens, or, in the University's residences, the Residence Assistants (RAs), arrive to confirm that the emergency is over.

Review Period: As required;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-343-8010 Ext. 7929 or Email: univsec@lakeheadu.ca.