

# LAURIER



## Lockdown Procedures for Critical Incidents

### What is a critical incident?

A critical incident is the most serious of situations that could occur at Wilfrid Laurier University (e.g. armed intruder, major fire, chemical spill).

### What is a lockdown?

A lockdown will be implemented when it is unsafe to evacuate a room or building because you may encounter danger.

### When will I know a lockdown is occurring?

**You will be notified of a critical incident or the need to implement the lockdown procedure through one or more of the following:**

- Your Laurier email account.
- The Laurier website.
- Bull horns used by Special Constables and Police (sound and voice).
- Fellow Laurier staff, faculty and students.

### What are the lockdown procedures?

**If a lockdown occurs, secure the area by following these steps:**

- 1** Immediately **move to the nearest room** you feel is safe with as many people as possible.
- 2** **Lock and barricade the door.**
- 3** **Turn off the lights** or maintain minimal lighting.
- 4** **Close all windows and blinds.**
- 5** **Lie flat on the floor or take adequate cover** out of sight, keep back from windows and doors.
- 6** Remain **calm** and **quiet**, **turn off cell phones.**
- 7** **Stay in the room** until police arrive. Remember it may be a number of hours before you can be safely evacuated.

### What if someone is injured?

**If someone inside the secured area is injured, follow these steps only if it is safe to do so:**

- Call 911 or (519) 884-1970 ext. 3333, from a hard-line if possible.
- Place a sign in an exterior window to identify the location of the injured person(s).
- Remain calm and wait to be rescued by police.

### What if someone requires rescuing?

**If someone outside the secured area needs to be rescued:**

- Consider the risks before unsecuring an area.
- **DO NOT** attempt to rescue persons if it cannot be accomplished without further endangering the persons inside the secured area.

### What do I do if a fire alarm goes off?

**DO NOT** respond to a fire alarm during a lockdown as it may be a ploy by the armed intruder.

### Who can I call?

Call 911 or Laurier's Special Constable Service at (519) 884-1970, Ext. 3333, for all Laurier campuses.

*Tip: program the appropriate numbers into your cell phone.*

### What should I report to authorities?

**If you are able to contact authorities, report the following:**

- Your specific location, building name and office/room number
- The number of people at your specific location
- If anyone is injured: how many are injured and the types of injuries
- If you have seen an assailant or threat:
  - The location and number of suspects
  - Their direction of travel
  - Their clothing and description
  - Their identity, if known
  - Any weapons or accessories (e.g. backpack)
  - Any unusual or identifiable threatening sounds (e.g. gunfire, explosions)

For more information: [www.wlu.ca/emergency](http://www.wlu.ca/emergency)



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### When will I know a lockdown is occurring?

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- Your Laurier email account.
- The Laurier website.
- Bull horns used by Special Constables and Police.
- Public address system on special constable service vehicles.

### What are the lockdown procedures?

**If a lockdown occurs, secure the area by following these steps:**

- 1** Immediately **move to the nearest room** you feel is safe with as many people as possible.
- 2** **Lock and barricade the door.**
- 3** **Turn off the lights** or maintain minimal lighting.
- 4** **Close all windows and blinds.**
- 5** **Lie flat on the floor or take adequate cover** out of sight, keep back from windows and doors.
- 6** **Turn off cell phones** unless you need to report injured people.
- 7** **Stay in the room** until police arrive. Remember it may be a number of hours before you can be safely evacuated.

### What if someone is injured?

**If someone inside the secured area is injured, follow these steps only if it is safe to do so:**

- Call 911 or 519-885-3333, from a hard-line if possible.
- Place a sign in an exterior window to identify the location of the injured people.
- Remain calm and wait to be rescued by police.

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