

“ACTIVE SHOOTER ON CAMPUS”  
PROTOCOL

BETWEEN

(the “Institution”)

AND

WATERLOO REGIONAL POLICE  
SERVICE

(the “Police”)

EFFECTIVE this    day of    , 2007.

WHEREAS the Police are responsible for providing policing for the Regional Municipality of Waterloo in accordance with the *Police Services Act*, as amended;

AND WHEREAS the Institution is a post-secondary educational facility whose campus or campuses (including residences, classrooms, common areas, etc – collectively referred to herein as the “campus”) are within in the Regional Municipality of Waterloo and are governed by the laws of Ontario and the Ministry of Training, Colleges and Universities;

AND WHEREAS the parties wish to enter into a Protocol to deal with emergency response to situations involving an “active shooter” (an individual on campus who is discharging, or threatening to discharge, a firearm with the intent or possibility of injuring or killing others);

NOW THEREFORE, in consideration of the covenants contained herein and other valuable consideration (the receipt of which is acknowledged by the parties to be sufficient and received), the parties agree as follows:

1. The Institution will develop and implement an “Active Shooter” Emergency Response Plan (either a stand alone plan or as part of a larger emergency plan).
2. Before implementing or amending the Plan, the Institution will consult with the Police.
3. The Police will provide review, input and suggestions to the Institution regarding the Plan or amendments to it. Furthermore, the parties agree that they will meet annually to discuss the Plan and any suggested or required changes.
4. The Institution will ensure that a current copy of the Plan is provided to the Police; the Divisional Commander(s) in charge of the area where the Institution’s campus is located who will ensure that it is circulated to the necessary individuals within the Police (including the Divisional Staff Sergeants, Special Response Unit and Training).
5. The Institution will provide the Police with up-to-date plans for the Institution’s campus and buildings (preferably in electronic format for training purposes and available on site if an active shooter incident is on-going and the Police so request).
6. If the Institution has video surveillance capability for all or part of the campus, the Institution will ensure that they have the ability to remotely disable it if the active shooter has access. If remote access is possible, that the Police are given such access if an active shooter incident is on-going and the Police so request.
7. The Institution will make the Plan available to and will conduct mocks and/or drills on the Plan with the Institution’s staff and students so that they are familiar with the Plan and their expected response, roles and responsibilities. The Police will make reasonable efforts to assist the Institution in arranging and conducting its mocks and/or drills.

8. If the Institution has Special Constables appointed by the Police's Board, the Police, through its Training Branch, will work with the Institution regarding any training of those Special Constables on active shooter incidents.
9. All matters involving an active shooter will be immediately reported to and responded to by the Police, with the Institution employees, students and security instructed to seek safety in the first instance and otherwise follow the Institution's Plan.
10. Where possible, the Institution will have a person or persons designated as first contact persons for the purpose of meeting the initial responding police officer(s) and providing campus lay out and other requested information in relation to the active shooter situation.
11. The parties acknowledge that this Protocol is designed to assist both with their response to a very dangerous and fluid situation and, as such, further acknowledge that this Protocol is for guidance only and creates no other binding or legal responsibilities or duties.

Signed, with authority to bind, and effective the date set out on the cover page to this Protocol.

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Name:  
Title:  
Institution:

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R. Larry Gravill  
Chief of Police  
Waterloo Regional Police Service

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