

VANCOUVER ISLAND UNIVERSITY

LOCKDOWN

**A Guide for Departments and
Faculties**

August 2016

What is a lockdown?

A lockdown of a building or group of buildings or campus is an emergency procedure intended to secure and protect occupants who may be in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats. All internal and external doors and windows should be locked or secured, if safe to do so. Occupants inside the building are to remain inside their secured rooms and await an “all clear message” or emergency personnel.

GENERAL LOCKDOWN PROCEDURES

During a Lockdown:

- The emergency voice communication system will emit a warning tone and a recorded message, requesting occupants to “Lockdown”. This will be broadcast throughout the building(s) equipped with voice messaging.
- The VIU Safety app, Alertus, VIU Facebook / Twitter and the VIU website will also send out a “Lockdown” message that will inform areas or campuses not equipped with voice messaging.
- Doors equipped with electronic locking devices will be automatically locked but should be checked, if it is safe to do so.

If you are in a classroom, room or office, stay there, secure the door(s) and windows and await further instructions or escort from emergency personnel.

- If the door does not lock consider barricading the door with tables and chairs.
- If you are in a corridor go into the closest room not already secured and lock or barricade the door and windows.
- Close curtains or blinds where possible.
- Stay away from windows and doors.
- Turn off the lights.
- Stay low and quiet.
- Cell phones should be silenced, do not make non-essential calls.
- Do not open the door for anyone.
- Remain in place until the emergency messaging system issues an “all clear message” or the door is opened by emergency personnel, then carefully follow instructions.

If you are caught outside.

- Immediately leave the campus if it is safe to do so.
- If leaving is not possible, hide or crouch behind / under shrubbery and trees etc.

DEPARTMENT AND FACULTIES RESPONSIBILITIES

What should your area do to prepare for a lockdown?

- Each semester, meet to review your work area to discuss and designate safe lockdown areas as well as a communication plan to notify students or visitors in the spaces that your area manages (classrooms, meeting spaces, lounges etc.).
- Practice and test your plans by organizing a lockdown drill for your area at least once a year.
- Ensure new staff are trained on emergency procedures.

Identify Special Areas

- Pre-plan for these areas (e.g. large open study areas, Gathering place, Cafeteria, Gymnasium and theatre, student residences, bookstore).
- Identify designated personnel who will provide instruction to occupants.
- Pre-designate safe areas where occupants can be moved during a lockdown.

What is the role of supervisors and employees/faculty during a lockdown?

- As with any campus emergency, the expectation is that employees and faculty will provide leadership and reassurance throughout the event and ensure students and visitors are aware of emergency procedures.
- Identify key personnel (e.g. emergency wardens, Health & Safety Advisors) who can assist with the department or faculty planning and during a lockdown.

WHAT TO AVOID DURING A LOCKDOWN

- **Avoid hiding in washrooms**

If you get stuck in a washroom, secure the stall door, stand on the toilet, stay quiet and silence your electronic devices.

- **Avoid long hallways and corridors**
If you are caught try to get into an open office or room as soon as possible.
- **Do not assemble in large open areas**
Large open areas offer limited areas in which to hide. If you find yourself in an open area assess your surroundings and proximity to adjacent rooms and exits. Should you need to remain in an open area, attempt to put an obstacle or barrier in front of yourself for protection or couch low beside a wall or hide in a corner.
- **Do not call 911 unless you have immediate concern for your safety, the safety of others or feel you have critical information that will assist emergency personnel in the response.**
Knowledge of the location or direction of the threat, having credible information on the motivation or intention of the perpetrator(s), or requiring personal emergency assistance would justify a call to 911.
- **If the fire alarm is activated, remain where you are and wait for further instructions.**
Emergency personnel will immediately provide instructions to occupants if they are to evacuate or remain secured.
- **Avoid media reports and social media during the event**
Accurate updates will be posted by the University when available on Alertus, VIU Safety App, Voice Messaging System and Website. Any other media report may be unreliable.