

LOCKDOWN/SHELTER IN PLACE PROCEDURES

May 15, 2023

In situations where an office lockdown or a shelter in place direction is issued by emergency response personnel or is advisable in the absence of any official direction, such as an active shooter in the vicinity or other safety risk where being outdoors or leaving the office building is a risk, the following procedures should be considered for immediate implementation depending on the situation.

There are generally three types of lockdowns:

- Shelter-in-Place: normally an environmental threat is present outside and it is not possible or not advisable to evacuate the facility.
- Hold and Secure: partial lockdown for danger due to physical/environmental threat outside the facility or in neighbourhood.
- Full Lockdown: for danger due to physical threat inside the facility.

GENERAL PROCEDURES

These guidelines are not intended to be all inclusive or to be used at all sites, as written, as it is recognized that each site is unique and requires individualized procedures. These procedures are, however, provided as a framework to help guide the creation of site specific procedures, where required. Please note, shelter in place and lockdown procedures must never interfere with the occupants' abilities to evacuate promptly should the circumstances warrant it.

IMPORTANT: One of the most important actions that must take place in any potential lockdown situation is to ensure the Police/911 have been contacted if appropriate.

1. Notification of Staff: Senior staff person to instruct appropriate personnel to provide immediate notification of everyone in the office building(s) affected of the situation and any direction issued by police or government officials by all methods available:
 - By announcement over interoffice phone system
 - By internal email
 - By office to office checks if walking through the building if safe to do so
 - By text or calls where this information is available
2. Identify staff in the building: If there is time and it is safe to do so, senior staff person to assign appropriate staff to gather information on who is in the office building(s) at the time of the lockdown by:
 - Collect sign in sheets (have someone near the sign in sheet, email or text a photo of the sheet to them)
 - By phone, email to Supervisors or Managers to gather this information for their units
 - Provide above information to someone off-site by email, phone or text
3. Concluding Lockdown/Shelter in Place
 - Provide notification to affected staff and visitors by all available means
 - Consider dismissing staff for the day to work from home

- Consider gathering information from staff about safe arrival home
- Consider reminder of EAP options
- Senior staff person to assign completion of a Serious Occurrence Report and a Health and Safety Incident Report
- Review procedures and consider changes to emergency procedures

SPECIFIC PROCEDURES

SHELTER-IN-PLACE PROCEDURES for external health hazard, where it is not possible or advisable to evacuate the building:

- Notification by senior staff person to everyone in the building that there is a shelter in place situation
- Everyone in the building should be advised not to leave the building and to move to an interior room if possible
- Close all windows and doors
- Senior staff person to monitor radio/social media for updates and have occupants remain in the shelter-in-place mode until authorities indicate it is safe to leave the building.

HOLD & SECURE PROCEDURES for partial lockdown due to physical or environmental threat outside the building or in the neighbourhood:

- Notification by senior staff person to everyone in the building that there is a Hold and Secure situation. Everyone in the building must stay inside the building and not leave the facility, restrict unnecessary movement in the facility, and make preparations for full/complete lockdown if required. Advise that further updates will be provided.
- Where possible lock all external doors to prohibit entry to the building
- Close all blinds/drapes, and turn off room lights
- Everyone in the building to stay away from exterior windows and doors and move away from any high risk areas e.g. main floor exterior rooms with large windows.

FULL LOCKDOWN PROCEDURES for danger due to physical threat inside the building:

- Notification by senior staff person to everyone in the building that there is a Full Lockdown situation. Everyone should stay inside the building and not leave the facility and retreat to the nearest office/room with a door and lock it.
- Where possible lock all external doors to prohibit entry to the building
- Stay away from doors and windows and turn off room lights
- Move down onto the floor, under a desk or in a closet where available
- Stay quiet and mute phone notifications