

Imminent Threat on Campus

Shelter in Place / Lockdown Processes



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Table of Contents

Introduction	2
Communication	2
➤ Brock Safety App	2
➤ Mass Notification System	3
Risk Mitigation Strategies	3
➤ Evacuation	4
➤ Shelter in Place	5
➤ Lockdown	6
➤ Active Assailant Response	6
• Hide (Run)	7
• Hide (Lockdown)	7
• Fight (Defend)	8
Police Response	8
Contact Information	9
Appendix	
In Case of Threat Signage	A

Introduction

Brock University strives to provide a safe, inclusive and welcoming environment for students, faculty, staff and visitors. Emergency preparedness efforts contribute to a safe campus and benefit from increased awareness of not only potential threats, but also, anticipated responses of those who may be impacted. This document was prepared to provide the Brock community with a better understanding of actions they may take during an emergency or in the face of a threat on campus. Specifically, this document will provide information in relation to:

- Communication
 - Brock Safety App
 - Mass Notification System (MNS),
- Risk mitigation strategies
 - Evacuation,
 - Shelter in place,
 - Lockdown, and
 - Active assailant response.
- Police response, and
- Contact information.

Communication

BROCK SAFETY APP

One of the easiest ways to connect with Campus Safety Services (CSS), 24 hours a day, 7 days a week is via the **Brock Safety app**. This user-friendly app provides access to 9-1-1 and a means to connect directly to a CSS dispatcher in our Central Monitoring Communications Centre. In addition, the app provides quick links to resources including Student Wellness & Accessibility, Crisis Information & Counseling, Report-a-Crime online, and information on lost and found property.



The Brock Safety app also plays a key role in our **mass notification system**. In the event an incident or situation may impact the Brock community, staff from our Central Communications and Monitoring Centre (CCMC) are able to alert subscribers through messaging broadcast on the app, this in addition to other communication tools (see mass notification information that follows).

CSS has a combined total of over 30,000 Brock Safety app subscribers and social media followers. Throughout the year, CSS will post educational and crime prevention content on social media. The Brock Safety app is available on IOS or Android operating systems and is free to download in your app store.



In addition to downloading the Brock Safety app, members of the Brock community are encouraged to follow CSS on X (formerly Twitter) and Facebook (@BrockUSafety and "BrockSpecialConstableService" respectively) to receive timely communication and content that promotes safety on campus.

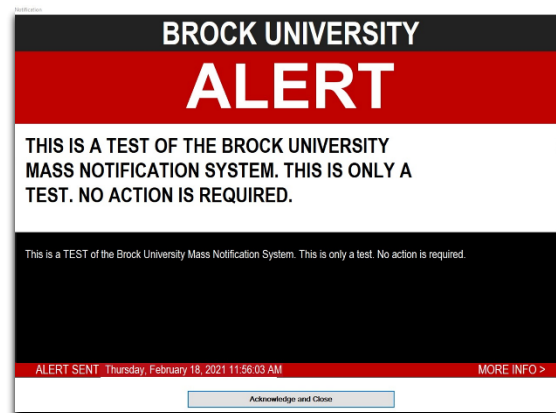
MASS NOTIFICATION SYSTEM (MNS)

In the event of an emergency or critical incident on campus, timely communication is critical. Through programming provided by App Armor, the University maintains the capacity to advise members of our community of any significant hazard, efficiently and effectively using a **mass notification system (MNS)**. This system may be used to issue alert messages across various platforms simultaneously. These notification platforms include but are not limited to;

- the Brock Safety App,
- popular social media (CSS “X” (Twitter)/Facebook),
- digital message boards on campus,
- desktop computer screens (including lecterns in academic areas),
- audible messaging through paging and fire alarm systems,
- audible and visual messaging on digital clocks,
- office voicemail, and
- email accounts.

The MNS is subject to full operational testing on an annual basis or greater (normally during Emergency Preparedness Week). To the right is an example of the messaging that can be broadcast to desktop computers (including lecterns in academic areas) and digital message boards across campus.

Often during an emergency, misinformation is shared intentionally or unintentionally on various social media platforms. Please remain mindful of this and rely upon trusted sources for information.

**Risk Mitigation Strategies**

In the event of an emergency, regardless of type, those impacted will have to make decisions and take immediate action based upon their assessment of the situation. The more prepared a person is, the more successful their response is likely to be. There are simple steps everyone can take to become more prepared to respond to an emergency on campus. Everyone is encouraged to:

- Ensure they can receive or share emergency information,
 - Download the Brock Safety App on your phone,
 - Access to emergency numbers, and
 - Monitor University Social media accounts.
- Establish awareness of your surroundings,
 - Familiarize yourself with buildings on campus, and
 - Know your closest exit and alternate exit routes.
- Pre-plan, if an emergency were to happen, I would...
 - Evacuate (if so, where?), or
 - Shelter in place, or
 - Lockdown (is there a room suitable to barricade or lockdown), or
 - Respond with in accordance with the active assailant strategy – Get out/Hide/Fight.

EVACUATION

Although building evacuations are most associated with fire alarms, there are many reasons for which an evacuation may be the most appropriate response (e.g., natural gas leak, utility issue, earthquake, etc.) Should an evacuation be necessary, occupants should, in an orderly fashion, immediately leave the building using the nearest exit.

If you discover a fire:

- Shout
 - Warn others of the emergency,
 - Activate the nearest fire alarm pull station,
 - call Emergency Services – **911** - from a safe location to ensure response and then Brock (905-688-5550) **X3200** to advise Campus Safety of location/circumstance,
 - attempt fire suffocation with a cover or extinguisher **ONLY** if safe (small, contained fire & exit route clear) and able, up to– 1-minute max, otherwise, and
 - leave the fire area and close doors; **do not lock!**

**Whenever you hear a fire alarm:**

- Evacuate/Get out,
 - close doors behind you – **DO NOT LOCK** Leave building via closest safe Exit or Fire Stair,
 - do not use the elevators,
 - if you encounter fire or smoke in the Fire stair, use an alternate Fire Stair/Exit,
 - help mobility impaired individuals to exit or shelter-in-place if necessary, and then (as the case may be) advise an Emergency Warden, Campus Safety member or Firefighter of their location,
 - once evacuated, keep a safe distance from any exit, proceed to your muster (meeting point)
- Stay out, and
- Do not re-enter the building until authorized to do so by the Fire Department or Campus Safety Services (regardless of alarm bell status).



Amended as necessary, the evacuation process outlined above would apply to other circumstances that call for an evacuation. Should evacuation be required for reasons other than a fire alarm or fire, information about the incident and directions (including updates as necessary) will be broadcast using the MNS.

Should an evacuation be ordered or if there is a sudden closing of the University, please follow directions provided on the vehicle evacuation signage found along our roadways. It is important that you become familiar with the designated evacuation routes, as well as an appropriate alternate should it become necessary. Please be patient, staff from Parking Services and Campus Safety Services will do their best to support the safe and efficient flow of vehicles from campus.

Four **vehicle evacuation routes** have been identified to manage traffic congestion should an evacuation of the main campus be required. Additional information in relation to vehicle evacuation routes can be found [here](#).

SHELTER IN PLACE

In some emergency situations that do not include a risk of violence, members of the Brock community may be directed to “**Shelter in place**” within a building and take steps to protect themselves. Reasons why community members may be asked to shelter in place may include:

- significant air quality hazard (smoke plume, etc.),
- environmental hazards (spills),
- severe weather event (wind, snow, lightning storms, etc.),
- civil disobedience near or adjacent to the University,
- fire or police operation in another building on campus
- earthquakes, or
- other hazards that may present a health risk unless shelter was obtained.

Should a situation require that people shelter in place on campus, information about the incident and directions (including updates as necessary) will be broadcast using the MNS.

In the event shelter in place direction is issued, the following **general steps** should be taken:

- take immediate shelter in the closest building,
- close exterior doors and windows,
- stay away from doors/windows,
- remain in place until advised otherwise, and
- follow direction provided.

If the shelter in place direction relates to an outdoor **air quality risk** (smoke, chemical):

- seek shelter indoors,
- follow instructions from local authorities, close and lock all windows and exterior doors,
- turn off all fans, heating and air conditioning systems to avoid drawing in outside air (FM to control HVAC),
- go to an interior room without windows, preferably above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air and may seep into basements even if the windows are closed. Listen to instructions from local authorities.
- If no interior room is available, stay away from windows and outside doors, and
- If possible, attempt to seal cracks around doors, windows and vents with duct tape or wet cloths.

If the shelter in place direction relates to a weather-related **wind** event:

- seek shelter indoors,
- go to the basement or an interior room on the lowest level,
- if possible, avoid parts of the building that could have something fall on them (large branches, etc.),
- if possible, take cover under solid structures (cover head), and
- remain in place until the shelter in place direction has been lifted and remain alert to hazardous conditions and secondary risks that may be encountered upon exit (fallen wires, broken glass, debris, etc.).

LOCKDOWN

In the event of threat to safety, the occupants of one or more buildings on campus may be directed to **lockdown**. Should a lockdown become necessary, communication and direction will be issued to the Brock community over the mass notification system. When a lockdown is directed:

- if in an open common area or hallway, seek shelter in the nearest classroom or office,
- close and lock the door. If it is not possible to lock the door, attempt to barricade it or prevent it from opening,
- turn off lights and if possible, close windows and blinds (make the room appear unoccupied),
- silence cellular phones,
- stay out of sight and take cover,
- do not answer the door,
- call 9-1-1 to report an active threat or injuries (if possible, make a secondary call to Campus Safety Services at 905-688-5550 extension 3200), and
- rely only on trusted sources of information (communication issued by Brock University or the Police).

If a fire alarm sounds during a lockdown, assess the situation and respond appropriately:

- if there **are signs of fire or smoke, evacuate** via the nearest exit and continue off campus,
- if there are **no signs of smoke or fire, remain in lockdown unless advised otherwise**.

ACTIVE ASSAILANT RESPONSE

The **active assailant response** is the best course of action, should an armed person attend campus and commence an assault upon community members. Although this response is most associated with active shooter scenarios, it is important to note that an assailant may also present a risk of serious bodily harm or death when armed with weapons other than firearms (edged or improvised weapons, etc.).

Should there be an active assailant on campus, communication and direction will be issued to the Brock community over the mass notification system. The initial messaging will be brief and include information about the type of threat and location (if known).



GET OUT
*If Safe to do so,
OR
if told to*



HIDE
*If you are unable
to safely Get Out*



FIGHT
*As a last resort,
the decision
is yours*

The active assailant response provides an individual **with three options – GET OUT (Run/Evacuate), HIDE (Lockdown) and if you have to, FIGHT (Defend)**. Given the speed at which these situations develop, an individual will have to determine what their best response option may be based upon their own situational assessment. That assessment will be informed by:

- personal observations (audible/visual cues),
- location of the threat in relation to their location (if known),
- proximity to safe exits,
- ability to lockdown, and as the situation progresses,
- information gained through reliable sources (Brock mass notification system or police).

Get Out (Run)

Getting out is the best option if you believe you can escape safely. Become aware of exits and egress routes wherever you may be on campus. If you hear something that could be gunshots, don't wait: **GET OUT**.

- Take a safe accessible escape path,
- Leave belongings behind,
- Help others escape, if possible,
- Call 911 when you are safe,
- Warn others,
- Do not stand in an open area or gather in a parking lot – keep going,
- Follow the instructions of officers should you encounter police.



GET OUT
*If Safe to do so,
OR
if told to*

Hide (Lockdown)

If you do not have a safe egress route, or are otherwise unable to escape safely, you should HIDE (LOCKDOWN).

- if in an open common area or hallway, seek shelter in the nearest classroom or office,
- close and lock the door. If it is not possible to lock the door, attempt to barricade it or prevent it from opening,
- turn off lights and if possible, close windows and blinds (make the room appear unoccupied),
- silence cellular phones,
- stay out of sight and take cover,
- do not answer the door,
- call 9-1-1 to report an active threat or injuries (if possible, make a secondary call to Campus Safety Services at 905-688-5550 extension 3200), and
- rely only on trusted sources of information (communication issued by Brock University or the Police).



HIDE
*If you are unable
to safely Get Out*

If a fire alarm sounds during a lockdown, assess the situation and respond appropriately:

- if there **are signs of fire or smoke, evacuate** via the nearest exit and continue off campus,
- if there are **no signs of smoke or fire, remain in lockdown unless advised otherwise**.

Fight (Defend)

As a last resort, you may have to **FIGHT** or defend yourself from the assailant.

- Unable to run, hide or if an assailant breaches the area where you have hidden, you may have to **FIGHT** to defend yourself from a risk of bodily harm or death,
- If physical force is to be resorted upon to stop the threat such as an active shooter or armed person, a weapon of opportunity may be used if reasonable in the circumstances,
- If your life or the life of someone else is at stake, be aggressive and use force as necessary to stop the threat,
- Where possible, work with others to incapacitate the assailant,
- Remain vigilant to the risk of a second assailant,
- Once the assailant has been incapacitated or physically controlled, contact 9-1-1 to report your location and provide an update.



FIGHT
*As a last resort,
the decision
is yours*

With no other options available, the decision whether to **FIGHT** (defend) is one which you may have to make.

A training video that outlines the **Get Out, Hide, Fight** response strategy has been prepared by the Campus Alberta Risk and Assurance Committee. This resource has been posted on the Brock University Campus Safety Services website and may be found [at this link](#).

Police Response

Should there be an active assailant at Brock University, those on campus should expect a heavy police presence, which may be supported by Campus Safety Services Special Constables. The priority of the responding police officers will be to find and stop the threat as quickly as possible to prevent the risk of further harm. To accomplish this, officers will not be able to stop and provide aid to injured persons. Medical aid and extraction of injured persons will occur when the threat has been stopped, contained in a certain area, or resources and situational assessments allow this to be completed.

During the initial response information relating to the suspect may be unclear and as a result, police may consider persons a potential threat until deemed otherwise. If you encounter police:

- keep your hands visible (out of pockets),
- remain calm, and
- follow instructions.

Contact Information

Police, Fire and/or EMS	9-1-1
Brock Campus Safety Services (CSS)	905-688-5550 Extension 3200 (Emergency) Extension 4300 (Main Campus) Extension 6300 (Marilyn I. Walker) Extension 3623 (Security desk – Burlington) campussafety@brocku.ca
Director Emergency Management	905-688-5550 Extension 3130 or contact via CSS
Health, Safety and Wellness	Brock Be Safe 905-688-5550 Extension 7233 besafe@brocku.ca
Facilities Management	905-688-5550 Extension 3717
Student Health Services	905-688-5550 Extension 3243

Appendix A

ACTIVE ASSAILANT RESPONSE



GET OUT
*If Safe to do so,
OR
if told to*



HIDE
*If you are unable
to safely Get Out*



FIGHT
*As a last resort,
the decision
is yours*

SHELTER IN PLACE / LOCK DOWN

If you are asked or choose to “**Shelter in Place**”

Avoid open areas

Secure yourself and others

- Lock doors,
- quiet cellular phones,
- turn off the lights,
- close blinds/curtains and make the room appear unoccupied

Communicate

- If safe to do so, call 9-1-1 to report an active threat or injuries
- If possible, also contact Campus Safety Services at 905-688-5550 extension 3200

Remain quiet and await further instruction

- Monitor reliable sources of information such as the Brock Safety App, Brock University social media and local police

Leave only when help arrives or you receive direction by an appropriate authority



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