



# **Critical Incident Preparedness Plan (CIPP)**

**Prepared by Humber College Institute of Technology and Advanced Learning**

**Department of Public Safety**

**June 2009**

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# 1. Introduction

## 1.1 Policy

The health and safety of students, employees, contractors and visitors, as well as the protection of the property and environment are integral to Humber's operations. Proper planning will ensure a timely and appropriate response to emergencies and critical incidents in compliance with applicable laws, legal codes of practice and industry standards.

## 1.2 Scope

This document describes the Critical Incident Preparedness Plan for Humber College Institute of Technology and Advanced Learning and the University of Guelph-Humber (which will be referred to as "Humber") and assigns responsibilities for the development, implementation and maintenance of the plan.

The Critical Incident Preparedness Plan applies to all properties and departments at Humber, including employees, students, visitors and contractors. This plan establishes the basic framework for critical incident preparedness. It is not intended to cover every department's needs. Therefore all departments are encouraged to supplement this plan to suit its own needs while remaining in compliance with this plan.

Critical incidents have been divided into two (2) categories to identify the level of urgency of each incident. The two (2) categories are Level 1 and Level 2. Level 1 being incidents that are of immediate risk to person(s) and or property; these would include, but are not limited to, hostage taking, active shooter, etc. Level 2 incidents are those that are of non-immediate or projected risk to person(s) and or property and these would include, but are not limited to, seismic event, ice storm, blackouts, etc.

## 1.3 Authority to Act

Humber will establish a Critical Incident Management Organization (CIMO), led by the President, which has the authority to respond to, manage and control all aspects of a critical incident in conjunction with the Critical Incident Response Team on behalf of all students, faculty and employees residing at all campus locations.

This authority is premised on the understanding and acceptance on the part of the Critical Incident Response Team (CIRT) that its members are responsible to the President for front line, critical incident decision-making and accordingly charged with that obligation. Members of the Critical Incident Response Team understand and accept their collective responsibility, subject to the overall authority of the President, as having operational control of all critical incidents, being the first remedial responders to a threat or event, and having direct management and control responsibilities on behalf of Humber.

In this capacity, the Critical Incident Response Team is charged by the President with the authority to take any actions collectively that are deemed necessary to ensure the safety and well-being of students, employees, contractors and on-site visitors; free of any individual liability, where required, and, as necessary, ensure a coordinated response to a situation that threatens operational continuity at Humber.

The critical incident authority of the Critical Incident Response Team is hereby granted on behalf of Humber, and can only be altered or withdrawn by the undersigned.

All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Director of Public Safety.

John Davies, President

August, 2008

## 1.4 Purpose

As the highest priority, Humber is committed to the welfare and safety of its employees, students, contractors and visitors. In doing so, the following are set as the priorities in managing a critical incident:

- Protect human life; prevent/minimize personal injury
- Protect the environment
- Prevent/minimize damage to physical assets
- Restore normal operations

The Critical Incident Preparedness Plan is designed to provide direction to and coordination of Humber's employees, students and visitors during an emergency or a critical incident to maximize human survival, protection of the environment and preservation of property, minimize danger, restore normal operations of Humber and assure responsive communications within Humber and the surrounding community.

Humber shall conduct continuous planning to minimize the risk of personal injury and property loss from critical incidents; cooperate with public authorities and agencies charged with disaster control; and take prudent steps to assure continuity of operations and restoration of normal activities as quickly as possible following an emergency or a critical incident. The plan is fashioned in accordance with appropriate laws, regulations and policies that govern critical incident/emergency preparedness and reflects the best and most current practice in this area.

## 2.0 Glossary of Terms

**Active Attacker** – is a situation where an individual(s) is committing a serious criminal act that requires immediate attention.

**Base Procedures** – relate to initial response procedures by security officers.

**CBRNT** – Chemical Biological Radiological Nuclear Terrorist event.

**Closed Circuit Television “CCTV”** – CCTV cameras are located internally/externally throughout Humber and used for the purpose of conducting security patrols, and to retrieve information that may assist in the investigation of a security occurrence.

**Command Centre** – is the identified area where CIRT gather to review the circumstances of the critical incident and to plan protective measures.

**Crime Area Management** – is the protection of the area adjoining the immediate area of the critical incident.

**Crime Scene Management** – is the protection of the immediate area of the critical incident to properly preserve material associated with the critical incident.

**Critical Incident** – is a situation that may have the potential to cause serious injury or loss of life, significant property damage and/or partial or complete disruption of campus operations.

**Critical Incident Management Organization “CIMO”** – is the corporate organization created by the President to manage and control critical incidents on campus.

**Critical Incident Notification System “CINS”** – is the method in which Humber communicates to the campus community.

**Critical Incident Preparedness Plan “CIPP”** – is Humber’s document that outlines the process Humber will follow in the event of a critical incident.

**Critical Incident Response Team “CIRT”** – The membership of CIRT is comprised of selected division/department heads and appointed by the Vice President of Finance and Administrative Services. Their role is to provide advice to the Incident Manager.

**DPS** – refers to Department of Public Safety

**EMS** – refers to emergency medical service (ambulance) provided by the City of Toronto.

**Emergency** – is a sudden, generally unexpected occurrence/event with circumstances demanding immediate action to prevent death/serious injury and/or non-disruptive property damage. Generally an emergency will not seriously affect the overall function of Humber. All, part, or none of the Critical Incident Response Team may be activated.

**Emergency Operating Centre** – are areas that have emergency power and will be able to operate during power failures.

**Emergency Response Team “ERT”** – (formerly ECO – emergency control organization) – are volunteer employees of Humber who assist in managing emergencies or critical incidents.

**Emergency Services** – refers to external emergency responders (police, fire, EMS).

**Externally Controlled Communications** – are announcements to the local media to broadcast information regarding the critical incident, and a means of communicating with the public in general.

**Full Evacuation** – means the evacuation of the entire campus, excluding Humber’s required emergency personnel (security, CIRT, CIMO) and external emergency responders (police, fire, EMS).

**Hazardous Materials Incident** – is a spill or release of chemicals, radioactive or biological materials inside a building or to the environment.

**Humber College Institute of Technology and Advanced Learning and the University of Guelph-Humber** will be referred to in this document as “Humber”.

**Incident Commander** – refers to the first security personnel arriving on the scene who is providing initial information. As the security supervisor, or the Director of Public Safety or designate arrives, this responsibility shifts to these individuals.

**Incident Manager** – is the Vice President of Finance and Administrative Services, who is appointed by the President to manage all aspects of a critical incident.

**Internally Controlled Communications** – are devices and/or systems utilized by Humber to communicate with employees and students.

**Lockdown** - a lockdown is a temporary sheltering technique that restricts movement on campus during a situation that is potentially violent and could endanger the lives of students, employees or visitors.

**Partial Evacuation** – at the discretion of the Incident Manager, and/or, external emergency services, Humber may only evacuate a portion of the campus, isolating the area of the critical incident.

**Psychological Crisis** – a psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic breakdown.

**Public Address System** - a means to address the entire campus community during a fire alarm or a critical incident as defined in the CIPP.

**Public View Procedures** – are procedures available for reviewing by the public via the Public Safety web site, which advise occupants of CIPP and suggested procedures.

**Restricted View Procedures** – are procedures only available to senior administration and security personnel during a critical incident.

**Security Dispatch Officer** – is an existing security officer located at the security desk (North Campus – Main Entrance at the Library), who may receive and coordinate communications pertaining to an emergency or critical incident.

**Security Supervisor, Security First Responders and Back-Up Officers** – are existing security officers who would respond to an emergency or critical incident.

**Shelter-In-Campus** – during an emergency or critical incident, Humber may house staff, students or visitors indoors for a period of time.

**Specific Procedures** – relate to the specific needs of individual events.

**Utility Failure** – is where electricity, water and/or gas service from within or outside the campus is interrupted for a prolonged period of time.

**Victim/Witness Management** – refers to the means of protecting the witness(s)/victim(s) and gathering information pertaining to the occurrence.

**Weapon** – a weapon is any firearm (loaded or unloaded), a knife or any device designed as a weapon capable of producing death or bodily harm, or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm.

## 3.0 Administration of Procedures

### 3.1 Critical Incident Management Organization (CIMO)

Humber, like any other employer and property owner, has a responsibility for protecting life and property from the effects of fire, criminal acts and other emergencies.

To facilitate an efficient and organized response to an emergency or a critical incident, Humber has created a Critical Incident Management Organization. The objective of this organization is to effectively minimize the danger of any unforeseen occurrence so that any situation can be managed in a safe, rapid and orderly manner.

The Critical Incident Management Organization will be directed by the President, with the Vice President of Finance and Administrative Services assuming the role of Incident Manager. The Incident Manager may call upon any or all members of the Critical Incident Response Team for advice and action.

Utilizing the Incident Management System approach, the Critical Incident Response Team's responsibilities will be divided into three areas. They are: Operations, Planning and Logistics. Each team will have a co-coordinator with resource departments assigned to provide support.

### 3.2 Critical Incident Response Team (CIRT)

The role of the Critical Incident Response Team is to support the response to the incident and if safe report to the Command Centre. CIRT will not respond to the scene nor will they manage the initial response to an incident. It is the responsibility of external emergency responders to isolate, contain and defuse the incident.

The Critical Incident Response Team will be chaired by the Incident Manager (Vice President of Finance and Administrative Services or designate). CIRT is divided into three distinct sections of responsibility, Operations, Planning and Logistics. To provide support resources to CIRT there are selected division/department heads that will meet at the call of the Incident Manager.

#### **Operations**

**The Operations Team is responsible for the "tactical priorities" in responding to the incident, implementing the "incident plan", determining the needs and requesting additional resources and communicating with external emergency services.**

#### **Planning**

**The Planning Team is responsible for the gathering, assimilating, analyzing and processing information needed for effective decision making.**

#### **Logistics**

**The Logistics Team is the support mechanism for CIRT and provides services and support to all organizational components including supplies, food, lodging and future resource needs.**

In the event of an emergency or a critical incident, the Director of Public Safety or designate will notify the Vice President of Finance and Administrative Services who will then decide whether or not to convene the Critical Incident Response Team. The Critical Incident Response Team will be disbanded when the emergency/critical incident has ended and normal operating systems are in place.

Support membership may include, but is not limited to, the following:

Directors of:

- Department of Public Safety
- Facilities Management
- Human Resources
- Financial Services
- Registrar's Office
- Marketing and Communications
- Day Care
- Campus Services (including Residence)

Deans of:

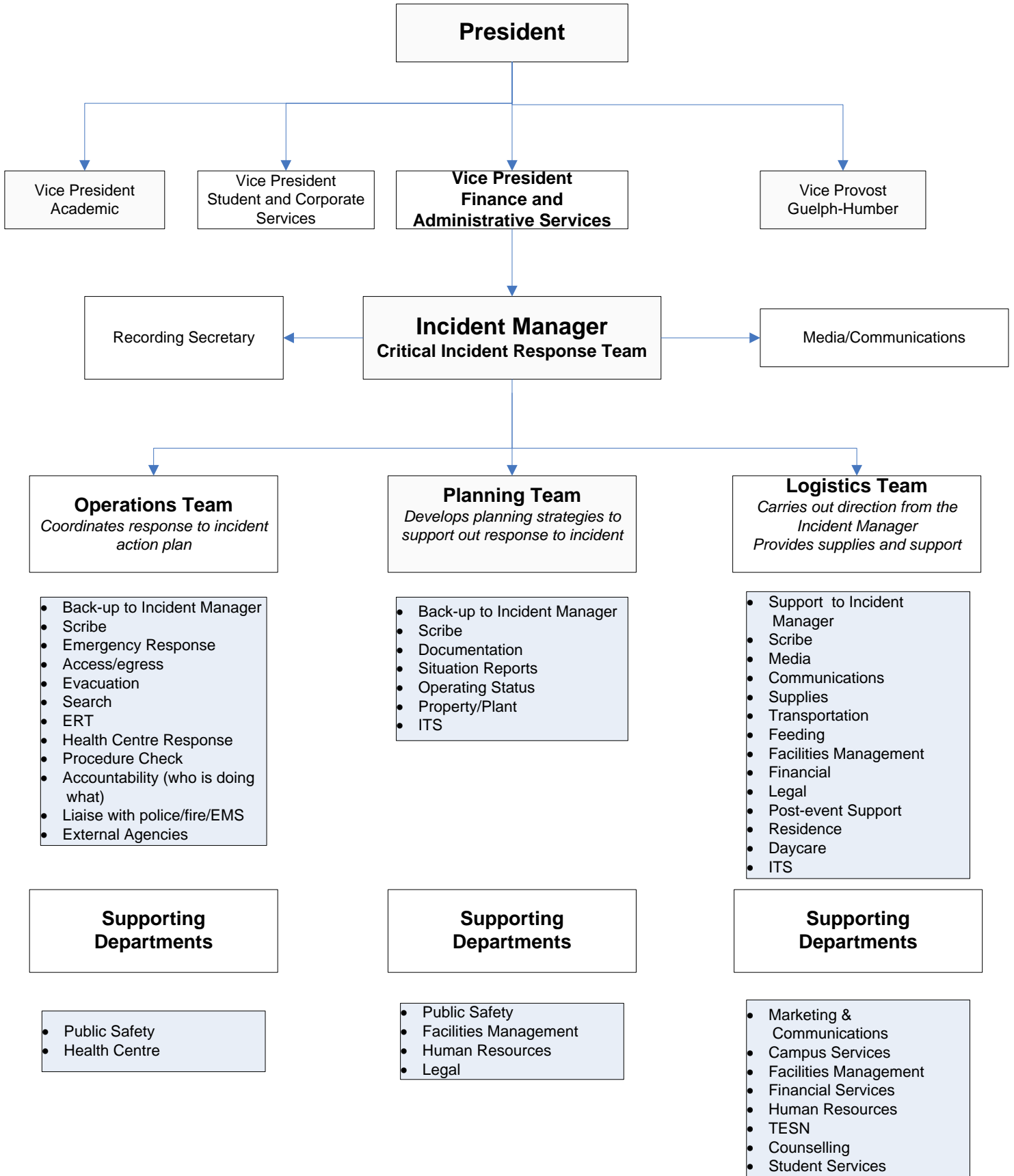
- Student Services
- Corporate and Continuing Education
- Schools (as required)

Other:

- Principal of Lakeshore
- Chief Information Officer
- Associate Vice Presidents
- G/H Manager of Student Life



## Critical Incident Management Organization



### **3.3 Incident Manager Checklist**

#### ***Immediate Considerations***

- Designation of a representative from CIRT or ERT for the purpose of reviewing the CIPP to ensure all relevant issues and procedures are being dealt with.
- Assign a CIRT team member to the police, fire and emergency services command post to act as liaison and to report back to CIRT.
- Identify and assess whether it is safe to remain in a building or area
- Determine if an evacuation (full or partial) is required
- Identify the resources required
- Convene all required resources
- Determine if staff/contractor(s) are needed and their functions
- Determine the point of communication
- Determine if/when a message needs to be sent to the entire College
- Establish and advise others of Humber's Command Centre
- Post names and responsibilities of Critical Incident Response Team members
- Set up recorder/minutes of meetings
- Authorization of expenditures
- Set a regular business meeting schedule

#### ***Notifications***

- 911 (Toronto Police/Fire Service)
- President
- Vice Presidents, Vice Provost University of Guelph-Humber
- Chair of Humber's Board of Governors
- As required, Ministry of Labour/Environment
- HSF (Humber Students' Federation), GHSA (Guelph-Humber Student Association)

#### ***Future Considerations***

- Resumption of operations
- Support to students, employees, contractors and visitors
- Communication of plan to the media, police and community
- Set up critique of response
- Mandatory debriefing will take place within 72 hours for all participating CIRT members
- Follow up on lessons learned

### **3.4 Critical Incident Response Team Responsibilities**

- Responsible for safety of occupants on any campus or rental property
- Recommendation to declare a state of emergency
- Evacuation or containment of buildings
- Identification of assembly areas
- Dissemination of public information
- Assemble part or all of ERT and assign duties
- Assign ERT member/security officer to restrict access to meeting place of Critical Incident Response Team
- Direction of the use of Humber's resources
- Approval of additional resources (contractors and materials)

- Consultation and inclusion of external emergency resources
- Communication with external support agencies
- Assessment of damage and development of objectives and plans for a safe return to operations
- Recommendation to declare an end of the state of emergency

### 3.5 Individual Critical Incident Response Team Responsibilities

#### *Department of Public Safety (Security/Parking Officers)*

- Initial responders to critical incidents or emergencies (coordinate initial response, call for emergency services, protect persons/property, crowd/traffic control and evacuations)
- **Group notification**
- **Activation of Public Address system**
- **Establish command posts**
- Liaise with external emergency responders
- Maintain site and perimeter control
- Know emergency procedures and evacuation plan
- Preserve evidence for investigation and follow-up

#### *Environmental Health and Safety Coordinator*

- Coordinate the resources of Humber to respond to fuel, hazardous materials spills and accidents
- Maintain list of ERT (campus volunteers)
- Train volunteers on their role in an emergency
- Communicate to volunteers the requirement for their services in a critical incident/emergency

#### *Facilities Management*

- Coordinate resources in response to structural failure or collapse, mechanical/electrical system failure, severe weather (snow/ice), gas leaks, etc.

#### *Health Centre Personnel*

- Coordinate response to sick/injured persons at emergency location
- Evaluate and assist in determining whether to evacuate injured persons
- Liaise with ambulance/hospital personnel
- Know emergency procedures, evacuation plan and emergency numbers
- Maintain portable emergency medical kit for on-site emergencies

#### *Emergency Response Team (ERT) (Campus Volunteers)*

- ERT members are volunteer employees of the respective campus who assist in emergency/critical incidents
- Assist as directed in evacuating/searching the campus
- Know emergency procedures and the evacuation plan

### 3.6 Primary Decision-Makers and Designates

#### **Humber**

##### *President designates*

Vice President Finance and Administrative Services  
 Vice President Academic  
 Vice President Student and Corporate Services

##### *Vice President Finance and Administrative Services designates*

- 1 Director Public Safety
- 2 Director Human Resources

##### *Vice President Academic designates*

- 1 Dean, School of Media Studies
- 2 Dean, Planning and Development

*Vice President Student and Corporate Services*

- 1 Dean of Corporate and Continuing Education
- 2 Registrar

*Lakeshore Campus – Principal designates*

- 1 Dean, Student Services
- 2 Manager, Campus Services
- 3 Associate Dean, Business School

**University of Guelph-Humber**

*Vice Provost designates*

- 1 Vice Provost
- 2 Manager, Administrative Services

**Department of Public Safety for Humber and University of Guelph-Humber**

*Director of Public Safety designates*

Manager of Public Safety

**EMERGENCY NUMBERS FOR THE PERSONS NOTED ABOVE  
ARE HELD WITH SECURITY.**

**3.7 Authority to Declare a Campus State of Emergency**

The authority to declare a Campus State of Emergency rests with the President or designate, as follows:

When conditions are present that meet the definition of a Critical Incident, the Incident Manager (Vice President, Finance and Administrative Services) shall place into immediate effect the appropriate procedures necessary in order to meet the Critical Incident.

During a **STATE OF EMERGENCY** the campus will be closed and only those individuals authorized by the Critical Incident Response Team will be permitted on campus.

**3.8 Direction and Coordination**

In the event of an emergency or a critical incident, the Department of Public Safety has the primary responsibility for the immediate response, and shall cooperate with, and coordinate, the required emergency services. The Director of Public Safety or designate may establish a Command Centre and have access to any space within the campus or property.

If a critical incident has been identified and a state of emergency declared, it will become necessary to restrict access to specific areas on campus to authorized individuals. Only those authorized individuals who have been assigned emergency or resource duties will be allowed to enter the area or building affected by the incident.

*Actions and Decisions at the Scene of the Incident*

- The Director of Public Safety or designate will inform the Vice President of Finance and Administrative Services (or designate) as to the extent of damage or seriousness of the incident.
- The Director of Public Safety or designate is in charge at the scene of the incident unless such responsibility is transferred to an external emergency responder (police, fire).
- Decisions to close and evacuate a building, or to isolate an area, immediately after an incident may be made by the external emergency responder in consultation with the Director of Public Safety, Vice President Finance and Administrative Services or their designates.
- Decision to reoccupy a building may only be made by the person who ordered the evacuation. The primary consideration for reoccupation will be the safety of the occupants.

### **3.9 Notification to Occupants**

Every effort will be made to notify Humber's community of major incidents on campus. Utilizing the Critical Incident Notification System (CINS) one, or all, of the following methods will accomplish this:

#### **Internally-Controlled Communication:**

- The public address system is the primary means of notification
- Mass communication to emergency responders through the Department of Public Safety (3N)
- Humber and Residence broadcast message system which allows emergency messages to be placed in the telephone voicemail boxes of those phones equipped with electronic voicemail
- First Class – Security Alert
- Humber's and Public Safety's web site
- HCTV

#### ***Externally-Controlled Communications:***

- Local radio stations
- TV stations
- Newspaper web sites

The Vice President of Finance and Administrative Services or the Director of Public Safety will authorize the use of the above when it is necessary to transmit brief urgent messages to large segments of Humber's community.

Information and Technology Services (I&TS) will be responsible to receive and/or relay messages, as required. ITS will maintain the telephone system.

Each School, Division or department is responsible for ensuring that individuals under its supervision are aware of the means for receiving emergency messages and how the messages are to be transmitted to other offices under its jurisdiction.

Humber may also employ other methods of notifying those within the campus, which might include telephone calling lists, public announcements, fire alarm, cell phones, two-way radios, security officers, the Emergency Response Team/Critical Incident Response Team, as well as other Humber employees.

### **3.10 Evacuation – Full or Partial**

In the event that a full or partial evacuation is ordered, the Director of Public Safety will activate the Emergency Response Team. When safe to do so, emergency services personnel and/or the Emergency Response Team will systematically move throughout the area to be evacuated and instruct occupants to immediately evacuate the area using a predetermined route.

### **3.11 Communications and Media**

The Vice President of Finance and Administrative Services, or designate, serves as the authorized spokesperson for Humber to the media and the public. All information will be gathered, coordinated and disseminated by the Marketing and Communications Department.

In the event that regular telecommunications on campus are not available, the Marketing and Communications will establish a media relations area at a designated location. Information will be available there for the news media and, where possible, employees and students. Official information will be made available as quickly as possible to Marketing and Communications.

During a critical incident, Marketing and Communications will work with CIRT and each department to gather accurate and substantial information regarding the situation and details regarding Humber's response.

If an incident prevents part or all members of the Critical Incident Response Team from attending the campus to manage a critical incident, the Incident Manager or their designate may utilize an organization to facilitate an off-campus conference call.

### **3.12 Assumptions**

The Critical Incident Preparedness Plan is a realistic approach to the problems likely to be encountered on campus during an emergency or critical incident. However, due to the unpredictable nature of such events, it is necessary to make the following assumptions:

- An emergency or a critical incident may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency or a critical incident are not predictable. Therefore, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency or critical incident.
- An emergency or a critical incident may affect residents within the geographical proximity to Humber. Depending on the nature of the emergency or critical incident, external emergency services may be delayed in responding to Humber.
- The President or designate may declare a State of Emergency if information indicates that such a condition is developing or is probable.

### **3.13 Training**

Annually, members of the Critical Incident Response Team (CIRT) and the Emergency Response Team (ERT) shall participate in training on Humber's Critical Incident Preparedness Plan (CIPP) and the "Lockdown" procedure.

## 4.0 Emergency

### 4.1 Definition

An emergency is a sudden, generally unexpected occurrence/event with circumstances demanding immediate action to prevent death/serious injury and/or minor property damage. Generally an emergency will not seriously affect the overall function of Humber. All, part or none of the CIRT may be activated.

Examples of an emergency may include, but are not limited to, the following:

- fire alarm
- bomb threat
- assault
- altercation
- medical
- weather hazard

**The Department of Public Safety will respond to all situations and take the appropriate measures.**

## 5.0 Critical Incident

### 5.1 Definition

Unlike an emergency, a critical incident has the potential to seriously affect the overall function of Humber, by causing serious injury or loss of life, significant property damage, threat to services/operations and/or partial or complete disruption of campus operations. The Critical Incident Response Team may have an active role.

The critical incidents have been divided into two (2) categories to identify the level of emergency of each incident. The two (2) categories are Level 1 and Level 2.

**Level 1** being incidents that are of immediate risk to person(s) and/or property; these would include, but are not limited to,

- active attacker
- armed suspect
- explosive device
- explosion
- hostage situation

**Level 2** incidents are those that are of non-immediate and may have a projected risk to person(s) and/or property and these would include, but are not limited to,

- network sabotage
- unexplained medical
- weather (ice, tornado)
- utility (blackout)
- health occurrence (SARS, Flu Pandemic)

Examples of Critical Incidents that may be categorized as a Level 1 or Level 2 depending on the scale of the event, may include, but are not limited to, the following:

- external threat (CBRNT)
- working fire

### 5.2 Support Considerations During a Critical Incident

#### *Command Centres*

The command centre is the locations selected by the Director of Public Safety or designate to develop responses and manage the recovery process related to the event. In the event of a critical incident where communication systems have failed, at the North Campus the CIRT will meet in D 153 and ERT members will be advised through the mass communication system as to where to meet, i.e. the Community Room NX111, Governors' Room B101 or at Guelph-Humber Community Room GH 101. At the Lakeshore Campus the CIRT and ERT will meet in separate locations on campus i.e. A111 or F102D. These rooms are equipped with emergency power, radio, TV (North room D 153 only), telephone and computer communication capabilities. In the event these locations are not functional, an alternative site will be established.



### ***Shelter-in-campus***

During an emergency or a critical incident, it may be necessary to house staff, students and visitors indoors for a period of time. The nature and duration of the shelter-in-campus will be determined by the emergency and by external emergency resources.

Shelter-in-campus housing is an effective means of protecting the community when:

- There is not enough time or warning to safely evacuate everyone who is at risk
- The emergency is of a short duration
- The public would be at a higher risk because of the evacuation

### ***Examples could include the following:***

- Suspected chemical, biological or radiological incident
- Inclement weather
- Police action (hostage/shooting) in the community
- Major traffic/aircraft incident
- Hazardous materials incident

## 6.0 Lockdown Procedure

### 6.1 Purpose

In the event of a Critical Incident, e.g. “Active Attacker”, it may become necessary to “Lockdown” a building or buildings on campus to protect occupants and minimize the overall exposure to danger.

Students and employees who have reason to believe that there is an imminent threat of violence that could result in loss of life or serious injury are encouraged to take independent protective action.

### 6.2 Definition

A “Lockdown” is a temporary sheltering technique that restricts movement on campus during a situation that is potentially violent and could endanger the lives of students, employees or visitors.

### 6.3 Authority and Responsibility

Department of Public Safety is responsible for:

- Immediate response to the scene
- Investigating and assess the risk
- Calling 911
- Declaring the “Lockdown”
- Notification to identified groups (3N)
- Activating the Public Address system with appropriate instructions
- Establishing a command post(s)
- On scene incident command
- Security of location
- Coordination of appropriate training (awareness and specific)
- Coordination and participation in drills and incident critiques

### 6.4 Incident Notification

All critical incidents or emergencies (North or Lakeshore) are to be reported to The Department of Public Safety at extension 4000 and call 911.

### 6.5 Risk Assessment

Once the initial call has been received by the Department of Public Safety’s Dispatch Desk, an investigation will be initiated to confirm the emergency or critical incident by:

- Dispatching the campus security supervisor and guard(s) to the initial call;
- Dispatch to call 911
- Notification to identified groups

### 6.6 Initiation of “Lockdown” Procedure

If the risk assessment determines the need to secure the entire campus including the Residence to protect the campus community and to prevent an escalation of the critical incident, the Director of Public Safety or designate or Toronto Police Service will give the order to “Lockdown” the entire campus.

- Notice that a “Lockdown” has been issued will be broadcast over the Public Address system by the Department of Public Safety.

## **6.7 Lockdown Procedure**

If preceding an order to “Lockdown” you hear gunshots in or around your building or once the notice to “Lockdown” have been issued by the Department of Public Safety take the following action:

- Listen for instructions via the Public Address system
- Close and lock the door
- Cover all windows if possible
- Place signs in exterior windows to identify the location of injured persons
- Sit on the floor or crouch behind desks and be quiet
- Silence cell phones or devices that generate noise
- DO NOT answer the door
- Dial 911 if you have specific information regarding the location of the threat
- Do not evacuate until contacted by Toronto Police Service or the Department of Public Safety

## **6.8 Evacuation Instructions**

- Remain in your secure area until instructed otherwise
- Toronto Police or the Department of Public Safety will direct you to a safe evacuation route
- Information will be announced in advance on the Public Address system
- Should the fire alarm system be activated during a lockdown , a further direction will be given on the Public Address system

## **6.9 Alternative Shelter**

Should a “Lockdown” be declared, persons out of doors should seek immediate cover and concealment by using trees, walls or vehicles etc. while waiting for instructions. Toronto Police and the Department of Public Safety will determine from available intelligence the most appropriate alternative shelters and request Police Officers be assigned to secure those locations.

## **6.10 Medical Emergency**

In case of medical or other emergency call 911.

## **6.11 Post Event**

At the conclusion of the “Lockdown” the following action will be taken:

- A staging area will be established if required for medical care, interviewing, counselling – Tragic Event Support Network (TESN)
- Information related to the incident should only be relayed to the Police or the Department of Public Safety
- Be sensitive of information that you provide to others. It may affect the investigation – when in doubt refer all inquires to the Police or the Department of Public Safety
- Information will be released to the Humber and Guelph-Humber community and the media as soon as it becomes available

## **6.12 Event Planning**

An individual or organization responsible for the coordination of any special event must be thoroughly familiar with all emergency procedures including the Lockdown procedure.

## **6.13 Drills**

Annually, two “Lockdown” drills will be held at each campus that will require that part or all of the campus community to participate.

## **6.14 Campus Community are to:**

- Follow instructions
- Participate in training; and
- Participate in drills, as required

## **6.15 Training Requirements**

Annually or as required or following a critical incident, members of the Critical Incident Response Team (CIRT) and the Emergency Response Team (ERT) shall participate in training on Humber’s Critical Incident Preparedness Plan (CIPP) and the “Lockdown” procedure.

Once training has been completed a table top exercise or drill or live training exercise with Toronto Police Service will take place along with a critique of the drill or exercise.

## **6.16 Plan Review**

Annually, the Critical Incident Preparedness Plan and “Lockdown” procedure will be reviewed.