

EMERGENCY LOCKDOWN PROCEDURES

What is a lockdown?

A lockdown is implemented when there is serious security risk (e.g., violent or armed intruder) to building occupants.

How will I know a lockdown is occurring?

You will be notified of a lockdown procedure through one or more of the following:

- Pop Up Notice on your UW networked computer
- UW website
- Text message to registered cell phones
- Voice mail broadcast
- In person notification by police

Lockdown Steps

If a lockdown occurs, secure an area as follows:

1. Move immediately to the nearest room you feel is safe with as many people as possible;
2. Lock and barricade the door;
3. Turn off the lights or maintain minimal lighting;
4. Cover all windows with blinds, curtains, etc.;
5. Keep back from windows and doors;
6. Lie flat on the floor or take cover out of sight;
7. Turn off cell phones except to report injured people;
8. Keep calm and quiet; and;
9. Stay in the room until police arrive. Remember it may be several hours before you can be safely evacuated.

What if someone is injured?

Follow these steps when safe to do so:

Call 911 or 519-888-4911 or ext. #22222, from a hard wired line if possible.

Place a sign in an exterior window to identify the location of the injured people.

Who to call?

Call 911 or UW Police 519-888-4911 or ext. #22222 for all campuses. You may access www.uwaterloo.ca for information.

What to report?

When contacting authorities, report the following:

1. Your specific location, building name and office/room number;
2. The number of people at your specific location;
3. If there are injuries, the number and types of injuries; and
4. If you have seen an assailant or identified a threat:
 - location and number of suspects;
 - direction of travel;
 - their clothing and description;
 - their identity if known;
 - any weapons or accessories (e.g., backpack); and
 - any unusual or threatening sounds (eg., gunfire or explosion)

What if fire alarm sounds?

- DO NOT respond normally as a fire alarm during a lockdown may be a ploy by an armed intruder.
- Remain calm in your lockdown secure area, if safe to do so.
- In Case of Fire, follow Fire/Evacuation procedures.

More information: www.police.uwaterloo.ca