

PROCEDURE TITLE: NCT 400 Emergency Evacuation & Imminent Threat

RELATED POLICY: NCT 400 Imminent Threat

A. Definitions

Active Threat: A situation when a person is armed with a weapon and communicates that they have plans to harm a person or is harming other individuals. For the purposes of this procedure, the armed person will be referred to as the Perpetrator.

Emergency Notification System: The College has a variety of systems to communicate to the College community. These include, but are not limited to the public address system, social media, telephone and voicemail systems, the College website, Student Portal, and digital displays.

Emergency Evacuation: state in which all occupants are required to leave the building(s) in a quick, but safe and orderly manner. Evacuation is usually prompted by sounding the fire alarm.

Imminent Threat: Any incident or situation where it can be reasonably expected to cause serious physical harm and/or death, immediate or before the cause of the danger can be defused (e.g., active shooter, hazardous spill, etc.).

Lockdown: The College's response to an Active Threat of serious violence that is perceived to exist within a college building(s), posing an immediate threat to the College community. Normal operations immediately cease.

Entry to the building is restricted to emergency services personnel and people inside the building(s) are instructed to take cover, hiding in a safe place, if they do not feel they can exit the premises safely.

B. Procedure Purpose

Every member of the Niagara College - Toronto community has the right to study, work and conduct their activities in a safe environment. The primary concern during any Emergency Evacuation or Imminent Threat is the safety and security of all individuals on campus. This procedure provides guidelines for responding to Imminent Threats.

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C. Scope

This policy applies to all members of the College community at the Niagara College - Toronto (NCT) campuses, including students, employees, governors, contractors, suppliers of services, individuals who are directly connected to any College initiatives, volunteers, and visitors.

D. Procedure Statements

Emergency Evacuation

1. Evacuation will be initiated by the sounding of the fire alarm. In the event that an Emergency Evacuation is initiated:
 - a) Remain calm
 - b) Do not run, immediately proceed to the nearest emergency exit
 - c) Do not stop to collect any personal belongings
 - d) Do not use elevator lifts
 - e) Do not attempt to carry out any items unless detailed in departmental instructions and then only with no personal risk to yourself
 - f) Follow instructions of Fire Marshals as you exit; and
 - g) Do not attempt to re-enter College premises unless requested to do so by authorized personnel, or until the all-clear has been given.

Active Threat

2. The presence of an Active Threat will be communicated through the most appropriate College Notification Systems which should be monitored throughout the incident.
3. Familiarity with the campus will help when responding to a threatening situation, along with the following steps:
 - a) **Scan and assess** what is occurring (e.g., hearing a loud bang, seeing others running in a particular direction)
 - b) **Plan** based on your ongoing scan and assessment, determine your course of action (e.g., Get Out, Hide, Defend, considering personal safety, safety of others, personal skill level, location of the threat); and
 - c) **Act**, execute your plan.

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4. If you are in a hallway or open/common area when an Active Threat is present, get out of the area as quickly as possible and/or take cover in a safe area.
5. DO NOT post information to social media.
6. The primary priority of police is to locate and stop the threat. Police may not know the identity or appearance of the Perpetrator. It is important to remain calm and not run toward the police. Keep your hands visible and follow their instructions.
7. ONLY in situations such as this should a fire alarm be ignored. Occupants do NOT evacuate unless directed to do so by first responders and/or fire wardens, or if you detect fire and/or smoke.
8. The situation will be tense, and individuals should support and encourage each other, if it is safe to do so.

There are three possible courses of action during an Active Threat; Get Out, Hide, and Defend.

9. **Get Out:** This course of action should be taken when there is an opportunity to get out of the area safely. When exercising this option, you should:
 - a) Avoid attracting the Perpetrator's attention
 - b) If you are in a hallway or open/common area when an Active Threat is present, find a room or an area that can be secured
 - c) Know your surrounding and consider possible exit route
 - d) Leave your belongings behind
 - e) When out of the building, and if possible, leave campus
 - f) Ensure your safety before helping someone else
 - g) Call 9-1-1 once it is safe to do so; and
 - h) Follow instructions of first responders.
10. **Hide:** This action should be taken when it is not possible to get out safely, the Perpetrator's location is unknown, or any movement to get out would draw the Perpetrator's attention. When exercising this option, you should:
 - a) Take shelter, closing and locking and/or barricading the door

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- b) Turn off the lights and close all blinds or window coverings, where possible
- c) Silence all electronic devices, especially cell phones, also taking them off vibrate
- d) Avoid sight lines (e.g., windows where the Perpetrator can see into the room), and avoid any areas where you are visible
- e) Where possible, take cover/protection behind concrete walls, filing cabinets, desks, etc.
- f) Remain quiet
- g) Call 9-1-1 if safe to do so, providing essential information such as the Perpetrator's location if known, and injuries
- h) Remain calm and assist others with you in remaining quiet and out of sight
- i) When the all-clear is given, wait for first responders to clear your area; and
- j) Be patient and follow all direction from first responders.

11. **Defend:** Choosing to defend is a personal decision and should only done as a **last resort**. This action may be required in Active Threat situations where individuals are unable to get out safely or hide, and:

- a) They are a target; or
- b) The potential is great that they will be a target (e.g., the Perpetrator has entered the area).

When choosing to defend:

- a) Work together if others in the area have made the same personal decision
- b) Improvise weapons with what is readily available (e.g., fire extinguishers, furniture, etc.)
- c) Commit to an aggressive physical confrontation, with the objective of stopping the threat by disarming and incapacitating the Perpetrator
- d) Be aware that this will be a fight for survival
- e) Get out of the current location and/or hide, once the threat has been stopped
- f) Notify the police of the Perpetrator's location, from a safe area
- g) Be patient and follow all directions from first responders; and
- h) Wait for first responders to clear your area.

E. Forms

None

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F. Document History

Date	Approval/Review/Key Change(s)
Nov 24, 2023	NEW