

**PROCEDURE TITLE:** NCT 400 - Shelter in Place / Hold & Secure

**RELATED POLICY:** NCT 400 Imminent Threat

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### **A. Definitions**

**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.

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

**Hold and Secure:** If involved with hazardous materials, machines, appliances, or completing a dangerous procedure, immediately shut down any operations that could create additional hazards if left unattended.

**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.

**Shelter in Place:** Usually initiated during an environmental or weather-related situation, Sheltering in Place is taking immediate shelter within a safe location indoors, and remaining there until given the all-clear or told to evacuate.

### **B. Procedure Purpose**

This procedure outlines the appropriate steps to take when a Shelter in Place has been called. This procedure provides guidelines for the actions to take in response to a threat and/or incident in the general vicinity of a campus or college site. This could include police searching for someone threatening in the surrounding neighbourhood.

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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**

#### **Shelter in Place**

1. A Shelter in Place alert will be communicated using the most appropriate Emergency Notification Systems which should be monitored throughout the situation.
2. If involved with hazardous materials, machines, appliances, or completing a dangerous procedure, immediately shut down any operations that could create additional hazards if left unattended.
3. If outdoors when a Shelter in Place is called, enter the nearest college building immediately.
4. Individuals should encourage and support each other.
5. **If Shelter in Place orders are called due to hazardous materials release:**
  - a) Close all exterior doors and windows
  - b) Regular college operations will continue inside the buildings, unless directed otherwise
  - c) If directed, take refuge in an interior room, with no or few windows. In the case of chemical threats, a top floor location is preferable. If this direction has been given, all college operations will cease.
6. **If Shelter in Place orders are called due to severe weather:**
  - a) The nature of the severe weather will determine the specific safety precautions. Follow all directions from the College Emergency Notification Systems and/or first responders.

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**Hold & Secure**

7. The Hold and Secure alert will be communicated using the most appropriate College Emergency Notification Systems, which should be monitored throughout the situation.
8. If outdoors when the Hold and Secure is called, enter the nearest college building immediately.
9. The majority of building entrances have glass doors and locking them will not necessarily prevent a threat from entering a building but would prevent an innocent person from being able to get to safety. We need to ensure all College community members have the best chance to protect themselves.
10. Regular college operations continue, unless directed otherwise.
11. Prepare yourself mentally for a potential escalation to an active threat by scanning and assessing your immediate surroundings.
12. The all-clear will be communicated through the College Emergency Notification Systems.

**E. Forms**

None

**F. Document History**

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