



**Nova Scotia  
Agricultural  
College**

# **NOVA SCOTIA AGRICULTURAL COLLEGE**

## **SHELTER IN PLACE/LOCK DOWN PLANS**

## Emergency Numbers:

- (9) 911
- NSAC Safety & Security  
(9) 4190 (893-4190)

## **Imminent Threat**

- This is potentially the most serious of situations which could occur within the Nova Scotia Agricultural College campus or AgriTECH Park.
  - Active Shooter
  - An unsafe environment to evacuate outside your area
  - Serious approaching weather conditions
  - Hazardous products spill
  - Any threatening situation where persons inside the University properties must be locked down for their own safety.
- A lockdown will require pre-planning and co-ordination with all faculty and Staff within all University Departments.
- It will be referred to as the “SHELTER IN PLACE/LOCK DOWN PROCEDURES”
- This will occur when it may NOT be safe to evacuate the building or area you are presently in, as you may be evacuating into DANGER.
- Evacuation should only occur when the direction is given by authorized personnel.
- When this procedure is in effect, access to buildings or areas on campus may be limited to authorized personnel and emergency response personnel and vehicles.

## **Reporting Structure**

Individuals discovering an actual or potential emergency must report it immediately to the University Safety & Security Department at 893-4190 and, if necessary, by dialing (9) 911.

Safety & Security staff will notify the President (or designate) who is responsible for declaring an emergency on campus. The President or designate will assess the required level of response to a reported emergency, based on information from Safety & Security or other responding agencies. Emergencies may require full or partial response according to this general guideline:

### **Level 'A' Response**

Notification of full Emergency Operations Center (EOC) Team in response to a major emergency which has severe or long-lasting effects on Campus resources.

### **Level 'B' Response**

Notification of specific EOC Team members who are required to respond to emergencies which may have less severe and/ or short-term effects on Campus resources.

Should an emergency occur outside normal working hours, the senior Safety & Security staff member will assume the role of the Emergency Operations Director until senior members of the Emergency Operations Center arrive. He/she will make an immediate decision whether to call in additional off-duty security staff.

Once an emergency is reported, the Emergency Operations Director (VP Administration, or in their absence the VP Academic) will take control of the operation from the Emergency Operations Center. This individual will also be responsible, in consultation with the President, to declare the emergency closed.

## **NOTIFICATION**

You may become aware that a threat or potential threat is occurring at NSAC Campus or AgriTECH Park. Notification will come in a variety of methods.

1. E-mail
2. SMS Message
3. PC Desktops
4. NSAC Safety & Security Staff
5. Electronic Monitors
6. Media
7. Classroom Projection Units
8. NSAC Main Web page: [nsac.ca](http://nsac.ca)

The message will advise the recipients that SHELTER IN PLACE/LOCK DOWN PROCEDURE has been activated.

## **Shelter in Place/Lock Down**

### **Secure Immediate Area**

- Gather together with as many people as you can that are within your immediate area.
- Wherever you are at the time of notification is most likely the safest place to remain unless notified otherwise.
- In a common area, i.e. hallway or open space, find a classroom or office preferably with computer access or hard-line phone access.
- Lock and/or barricade the door where possible.
- Make the room or area you are in appear unoccupied.
- Turn off lights or maintain minimal lighting.
- Close any blinds or windows.
- Quiet cell phones.
- Remain calm and assist others with you in remaining quiet and out of sight.

- Take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets.

## **Communication**

- Designate one person to communicate for your group, any threat, injury and location to:

**9-911**

**NSAC Safety & Security 9-4190 (893-4190)**

## **Monitor**

- University communications at [nsac.ca](http://nsac.ca) or via voice mail messaging.

## **How to Contact Authorities**

- Dial 9-911 (911)
- NSAC Safety & Security 9-4190 (893-4190)

Be aware that the 911 system and cell phone functionality may be overwhelmed. Program the NSAC Safety & Security emergency number into your cell phone or check the orange sticker next to the desk phone.

## **Information You Need to Know**

### **Report**

- Your specific location- building and office/room number
- Number of people at your specific location.
- Any injuries, number injured, types of injuries.
- If you have seen or heard an assailant or a perceived threat, report:
  1. Location
  2. Number of suspects

3. Direction of travel
4. Race/gender
5. Description and clothing
6. Weapon
7. Backpack
8. Identity, if known
9. Unusual or identifiable threatening sounds i.e. gunfire, explosion

### **RCMP Response**

- RCMP are trained to respond to all situations
- Their objective will be to immediately engage any assailant or threat.
- They will evacuate victims and lock down individuals with assistance of NSAC Safety & Security, however, a controlled evacuation will take time.
- Follow-up medical care and interviews will occur with the assistance of NSAC Safety & Security in conjunction with Administration and the NSAC Emergency Response Plan.
- Conduct a formal investigation.
- RCMP S.A.F.E Plan

### **Things to Consider**

- Consider risks before unlocking a door where you may be safe.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- You will be notified by authorities when it is safe to evacuate your area.

**Remember:** Depending on the situation, it may be a long period of time before you can be safely evacuated. You must be **Patient and remain calm.**

## **Remember**

- Remain Calm
- Assist Others
- Know the area where you work or study in the event of a **SHELTER IN PLACE/LOCK DOWN NOTIFICATION**