

Lockdowns

OCAD is intended to be an open and creative environment, where students, faculty and staff can communicate freely and collaboratively. And, as a public institution, OCAD has relatively few restrictions on who can enter or leave the campus. However, in the context of possible acts of violence, terrorist attacks or other hostile acts, OCAD, like all other universities and institutions, must be prepared to respond in a proactive manner to protect its community.

In certain situations, particularly those involving armed violence, or threat of armed violence or other hostile acts, a building or campus **Lockdown** may be necessary to protect students, faculty and staff, and gain control over a dangerous situation.

A **Lockdown** is a recognized and well established procedure utilized by Emergency Management Professionals to secure a facility when there is something of dangerous significance occurring. The procedure requires everyone who is in the facility to literally lock themselves in to the safe areas they are in or closest to.

A Lockdown will be communicated by OCAD Security in several ways:

- Public Address System (loud speakers)
- Digital Display Boards



- E-mail blast
- OCAD website
- Campus Security Facebook site.

Please note that additional forms of communication, including text messaging, are also being explored.

The following general expectations are in effect during a Lockdown.

- ***If you are inside a building, in a safe location (i.e. not in an open area):***
 - stay where you are
 - close and lock or secure the door to the extent possible
 - turn off lights, cover all windows (if feasible), remain calm and quiet, silence all mobile phones
 - crouch down and remain out of sight from doors and windows
 - remain there until further instructions
 - when Emergency Services personnel arrive, stay on the floor and do not move until directed to do so.
- ***If you are inside a building, but close to a building exit and able to leave safely:***
 - exit immediately (walk quickly, but do not run)
 - proceed to a safe location (e.g. inside another building, away from windows – do not stand in the open)
 - remain there until further instructions.
- ***If you are inside a building, in an open area and not close to a building exit:***
 - gather as many people as possible and proceed immediately to a safe location (a room with a door), close and lock or secure the door to the extent possible
 - turn off lights, cover all windows (if feasible), remain calm and quiet, silence all mobile phones
 - crouch down and remain out of sight from doors and windows

OCAD Campus Security

Committed to your safety



- remain there until further instructions
- when Emergency Services personnel arrive, stay on the floor and do not move until directed to do so.
- **If you are outside:**
 - proceed immediately to a safe location (e.g. inside another building, away from windows – do not stand in the open)
 - remain there until further instructions
 - no one other than Emergency Services or OCAD Security will be allowed to enter or re-enter a building under Lockdown
 - no one will be allowed to stand outside a building under Lockdown.
- **If you are in another building:**
 - Remain there until further instructions
 - Do not call the location that is in lockdown
 - Wait for information and updates on the website.

OCAD SECURITY TEAM

Vicki Brown
Director, Campus
Services & Security
Ext: 622

Louis Toromoreno
Manager, Campus
Security
Ext: 623

Dwight Osias
Coordinator, Campus
Security
Ext: 627

Steven Rivera
Coordinator, Campus
Security
Ext: 613

LOCKDOWN PROCEDURES



100 McCaul Street Main line: 416.977.6000 www.ocad.ca