

# LOCKDOWN PROCEDURE



1. Immediately move to the nearest room you feel is safe with as many people as possible
2. Lock and/or barricade the door
3. Turn off the lights or maintain minimal lighting
4. Close any window coverings
5. Take adequate cover out of sight
6. Turn off cell phones unless you need to report injured people
7. If available, turn on a computer for direction and updates
8. Remain calm and quiet, do not attempt to leave the room until police arrive at your door or there is an all-clear announcement

# EVACUATION PROCEDURE



## IN CASE OF FIRE

1. Activate fire alarm
2. Extinguish fire, if trained and can do so safely
3. Calmly and quickly evacuate building
4. Close doors and windows as you exit
5. Move away from building
6. Contact Security to provide details of the fire

## WHEN FIRE ALARM SOUNDS

1. Turn off cooking and lab equipment
2. Close windows and doors as you exit
3. Calmly and quickly evacuate building (first check doors for heat)
4. Move away from building
5. Wait for all-clear signal before re-entering building

**Dial 9-1-1 to request any emergency services**  
**POLICE • FIRE • AMBULANCE**

**LOYALIST SECURITY:**  
**613-969-1913, ext. 2222**

**LOYALIST**  **COLLEGE**