Procedures

Notification

If you notice or suspect an active attack in progress, call 911. As soon as possible after, call or have someone call Seneca Security at 416.491.5050 ext. 88 (ext. 88 from any internal phone) and state:

- Your name

- Location and description of the attacker

- Details of the situation, include the number and type of weapon if possible

- Number of potential victims

If you have called Seneca Security only, they will immediately notify police and EMS. Security will liaise with first responders.

Security will initiate the lockdown procedure by activating communications through various means including an overhead announcement on the public address system and the SenecaSAFE app. The specific Seneca campus where the incident is occurring will hear "Attention please. Lockdown. Initiate lockdown procedures." Messages through the SenecaSAFE app will state "An active attacker has been reported at [Location]".

Response

If you are notified that an active attacker is on campus and/or there is a lockdown, quickly determine the most reasonable way to protect your life. How you choose to do so is entirely up to you.

Everyone — students, employees and visitors — has the potential to affect the outcome of the incident through their actions.

There are three options:

Get out

- Evacuate if you are close to an exit or know the location of the shooter and if it is safe to leave

- Leave all belongings and keep hands visible at all times

- Do not activate the fire alarm

Hide

- Do not answer the door unless you are sure it is a police officer or Seneca Security

- Lock doors. If this is not possible, barricade the door using heavy objects or furniture

- Cover windows and glass doors

- Crouch behind desks and tables; use furniture for protection

- Do not restrict your options for movement

- Turn off all devices in the room and silence cell phones

- Assist any individual with a disability, if possible

- If the fire alarm sounds, it may have been used by the attacker to obtain more targets
    - Assess if there are signs of smoke or fire and only respond and evacuate if necessary
    - Otherwise remain hidden

Fight

- If you have no other option or you are trapped you may have to fight the attacker

- Commit to the choice and be as aggressive as you can

- Distract and interrupt the focus of the attacker by yelling and throwing things

- Disrupt their momentum and rhythm to catch them off guard; use the element of surprise

- Disarm them or interrupt their access to weapons; use teams if you are with others; use improvised weapons

Hostage situation

If you become a hostage:

- Try to maintain composure; the object is to survive — do exactly as you are told

- Look for and mentally plan an escape route, but do not attempt to escape, unless the situation seriously deteriorates or you receive direction from the police

- Co-operate and avoid aggressive behaviour

- Speak when spoken to

- Sit down if possible; stay low to the ground or behind cover

- Avoid stating opinions/suggestions and never say "no"

- Wait to be rescued or released

Police arrival

When police arrive on site their purpose is to stop the active attacker as soon as possible using whatever means possible.

Upon seeing law enforcement:

- Remain calm; try to avoid screaming or yelling

- Follow all instructions

- Drop any items in your hands and ensure hands are visible

- Avoid making any sudden or alarming movements

- Do not ask questions and do not stop when evacuating

- Continue to follow all instructions until the emergency is clear

All clear

When the incident is determined "All Clear" and the lockdown has ended by police and emergency services, there will be a notification through the public address system (loud speaker) and the SenecaSAFE app.

You will be notified of what actions to take after the "All Clear".

tags : active-attacker, security