

**If threat is viewed or perceived: From Residence CALL SECURITY at x2003 or 905-575-2003 from an outside line. FC at 55, IAHS at 88, MLC at 5888 or call 911.**

**QUICK REFERENCE CARD:****EMERGENCY** (Reference Procedure ERP 809)  
**LOCKDOWN**

**An actual violent incident – e.g., a situation involving an individual armed with knife, gun or explosives**

**THREAT INSIDE THE BUILDING:  
UPON HEARING THE VOICE MESSAGE  
ADVISING LOCKDOWN:**

Exit all Common and Open Areas  
(including Library and Cafeteria):

- Disperse... do not congregate in open areas
- Exit the building or go to a room or area where you feel safe to enter

**If Exit is Not Possible:**

- Enter or stay in a room or area where you feel safe
- Close and secure doors if possible
- Turn out lights
- Cover windows and/or stay away from windows
- Silence cell phones/use text messaging only
- Stay alert, quiet and out of sight
- Disregard fire alarm signal unless in immediate danger
- Do Not Exit Until "All Clear" Signal is heard

**END OF LOCKDOWN:**

- A recorded announcement of an "all clear" signal will be given to indicate the end of lockdown. Emergency Officials or College Security will conduct a door-to-door confirmation of this announcement.

**THREAT OUTSIDE THE BUILDING:  
HOLD AND SECURE:**

- The threat is outside and everyone remains inside the building.
- Notification will be communicated by a voice message.

**NOTE:** Emergency evacuation and lockdown procedures may be different for the IAHS and Mohawk Laurier Campuses, follow:  
[http://security.mcmaster.ca/campus\\_emergencies.html](http://security.mcmaster.ca/campus_emergencies.html)  
[http://www.wlu.ca/documents/36375/Lock\\_Down\\_Procedures.pdf](http://www.wlu.ca/documents/36375/Lock_Down_Procedures.pdf)