



EXECUTIVE SUMMARY:

EMERGENCY PROCEDURES FOR SHELTER-IN-PLACE, HOLD AND SECURE, AND FULL LOCK DOWN (HR-HS-52)

As per Policy HR-HS-30 Emergency Preparedness:

- It is the policy of the City of Dryden to ensure that procedures are developed, implemented and maintained to effectively address emergency situations, which may occur at the workplace.
- These measures are developed to reduce the risk of death or personal injury, provide for the safety, care and comfort of workers, reduce and minimize damage to property, equipment and inventory, and accelerate the resumption of normal operations

Emergency Procedures for Shelter-in-place, Hold and Secure, and Full Lock Down

- The City of Dryden is committed to the safety of our staff and customers while on City of Dryden premises. In the event of an emergency situation that threatens the health and safety of our staff and customers either inside our facilities, or on the external premises, including the neighbouring properties, City of Dryden shall implement their Emergency Procedures.
- Although the vast majority of incidents will resolve themselves peacefully, it is important that the City of Dryden remain steadfast and ensure that procedures are in place to provide for the security of our staff and customers.
- As there is a high probability of a fearful or traumatic reaction among staff and customers in response to the potential circumstances surrounding these procedures, it is advisable that staff and customers be consulted and briefed prior to any drills or mock exercises taking place.
- This procedure applies to all City of Dryden employees (permanent, casual, students or contract), Council and Volunteers. The guidelines have been put in place to assist staff during an emergency situation and all individuals working in the building must be familiar with and trained in the emergency procedures and guidelines.

- Specific responsibilities are assigned to manager, supervisors and employees and are outlined in the full procedure. The guidelines are not intended to be all inclusive or to be used at all sites, as written, as it is recognized that each site is unique and will require individualized procedures with responsibilities assigned.
- The full procedure and guideline are available to Council upon request. Copies of the procedure are to remain on site.

There are generally three types of lock down emergencies:

- **Shelter-in-Place:** For environmental or weather threats.
- **Hold and Secure:** Partial lock down for danger due to physical threat outside the facility or in neighbourhood.
- **Full Lock Down:** for danger due to physical threat inside the facility.

"Shelter-in-Place" should be used for environmental or weather-related situations, where it is necessary to keep all occupants inside, to protect them from an external situation or threat. This type of action can be in response to an air contaminant (chemical) and involves keeping the air contaminates outside the building and keeping persons inside away from any health or medical danger. Shelter-in-place may also be used for extreme weather conditions where it is not safe to leave the building.

"Hold and Secure" should be used when there is a threat outside the facility or in the neighbourhood and not related to the organization (e.g., a bank robbery occurs near but not on property). In this situation, the organization will advise staff and customers of the emergency outside building, lock all exterior doors to protect individuals from leaving the building and entering into an area of danger, or to prevent the threat from entering the building. The hold and secure will remain in effect until the situation is resolved and the all clear has been given by authorities/emergency personnel.

"Full Lock Down" is used when the physical threat is already in the facility. Full lock down should **only** be used when there is a major incident or threat of violence within the organization (i.e. violent intruder). The over or misuse of lock downs, will result in occupants becoming desensitized and they will not take lock downs seriously. The lock down will remain in effect until the situation is resolved and the all clear has been given by authorities/emergency personnel.

History			
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