

		PARKS, RECREATION & CULTURE PROCEDURE	
Division:	PRC NO:	ACTIVE THREAT PROCEDURE-MISSION LEISURE CENTRE	
Type:	Authority:	Approved By:	
<input checked="" type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Department Head <input checked="" type="checkbox"/> Manager/Supervisor	
Office of Primary Responsibility: PRC – Administration			
Date Adopted: 2017-02-22		Date to be Reviewed: Annually	

PURPOSE

The purpose of this procedure is to define an active threat in and/or around the Mission Leisure Centre and to provide a procedure to aid in the protection of staff and the public in the event of an active threat both inside and outside of the facility. This procedure may require an evacuation or lockdown of the Leisure Centre depending on the situation.

DEFINITION

An Active Threat is: A suspect(s) is actively causing death or grievous bodily harm. The violent activity is not contained and there is a continuing risk of death or grievous bodily harm to others. This definition includes anyone using any weapon to randomly or systematically cause death or grievous bodily harm.

PROCEDURE

Under no circumstances are staff expected to place themselves at risk in order to enforce laws, bylaws and facility rules. Any employee who believes that their personal safety is at risk is to immediately disengage from the situation.

- If you believe someone is an active threat or a situation is about to become an active threat situation, contact reception to call 911 or call 911 directly if you are able to.
- If you are worried about something you observe, contact reception to call 911.
- If you have a worried feeling about someone but aren't sure what to do, contact your manager to answer questions and further guidance.

Active threat situations evolve quickly and there is no way to anticipate their course. Typically, the immediate deployment of police is needed to stop the attack and mitigate harm. Active threat situations can be over within 10 – 15 minutes. For this reason it is

important that you are prepared to act quickly and protect yourself.

Experts recommend three essential courses of action to help you avoid harm in an active threat situation.

Get Out

Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of your workspace and means of escape wherever you may be. If you hear something that could be an immediate threat (gunshots, explosion, etc) don't wait, get out.

Hide

Hide if you don't know exactly where the immediate threat is happening or it's too late to escape safely. Get behind a lockable door if you can. Barricade the door. Use any object you can to prevent someone from entering. Once behind a locked/secure door do not open it unless there is clear evidence of a fire, ignore a fire alarm.

Once you are hidden, silence your phone, turn off the lights and stay quiet. If your spot is secure, be prepared to remain there until the police come to you with the "all clear".

Take Action

Fighting is your absolute last resort. You would only confront an active attacker if you somehow became trapped in a space with no escape. Active attackers typically don't respond to reason so you must assume they intend to harm you. Find an object you can use to strike the attacker with; be as aggressive as you can, do anything you can to stop them. You will need to decide if you can do this. Remember, it is your decision.

You can Prepare Yourself

You can make a difference simply by imagining various scenarios playing out in the places you work. Ask yourself questions such as:

- Where are the exits?
- Do the doors lock? Try to stay on the hinge side of the door if the perpetrator tries to breach a door.
- What would make a good barricade? File cabinets, desks, bookshelves if a door opens inward. Placing a door stop backwards underneath a door provides extra security. If there is not a door stop consider folding a magazine and placing it underneath the door.
- What would you use to defend yourself? Scissors to stab or wall plaques as impact weapons.
- Ask yourself, "What if...?"

This kind of thinking is helpful in preparing for all kinds of emergencies, wherever you go.

About the Police Response

You might be surprised by the actions of the police in an active threat situation.

- They may not have time to help you when they first arrive as their top priority will be to find and stop the attacker.
- The police might not know exactly what the attacker looks like so they have to consider you a possible threat. For that reason, if you encounter the police, don't run toward them. Remain calm, keep your hands up and visible and follow

instructions.

- Police may ask you questions so try to be aware of:
 - Location of the threat
 - Number of attackers
 - Physical description of attackers
 - Number and type of weapons
 - Number of potential victims

Once you are out of the Leisure Centre

- Walk/run to a safe place several blocks away from the Leisure Centre. The Fire Hall on 7th Ave may be an option to consider. Stay away from the Leisure Centre until you have direction from the Emergency Director (likely a member of the police)
- Try to communicate to the Leisure Centre Warden (program numbers into District cell phones) via text for accountability so we know you are safe. Text example – “Jane Doe at Fire Hall – OK” (Fire Hall being your current location)
- If you are not able to reach the Leisure Centre Warden leave a voicemail message on the Leisure Centre general line – 604-820-5350
- Check for communication about when and where to report back to work. This information may be found by checking:
 - Your District email account
 - The District website
 - Cell phone text messages
 - Local media announcements from the District Communications Officer or the Mayor