

		PARKS, RECREATION & CULTURE PROCEDURE	
Division:	PRC NO:	LOCKDOWN 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 provide staff with direction to perform an emergency building lockdown when an active threat has been identified either inside or outside the Mission Leisure Centre. Refer to the Active Threat Procedure for additional information.

DEFINITIONS/REFERENCES

Full Lockdown refers to an emergency inside the Leisure Centre

Perimeter Lockdown refers to an emergency outside the Leisure Centre

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.

The Lockdown Coordinator (senior maintenance staff member) will:

- Ensure 911 is called
- Assess the situation for safety and determine if a full lockdown or perimeter lockdown is required.
 - A Full Lockdown is activated when an active threat inside the facility has been determined. Staff are responsible for securing their Assembly Area.

This may include gathering all staff and patrons together, locking doors, turning out lights, turning off cell phones, and reassuring those in the area to remain calm and quiet. Discretion may be used by staff to move staff and patrons to the another Assembly Area near the designated one to better secure the group. If you are behind a locked door do not open unless there is evidence of a fire, ignore a fire alarm.

- In the event of a Perimeter Lockdown the Lockdown Coordinator will direct staff to manage their Assembly Area but likely not secure the group as the Active Threat is outside the facility.
- Communicate with the police incident coordinator.

Interior Assembly Areas

Area	Activity Area	Responsibility	Interior Assembly Area
1	Admin/Multi-purpose Rooms/Gymnasium Areas	Office/Admin Staff	Main Lobby Circle
2	Weight room/Fitness Studio Areas	Fitness Staff	Main Lobby Circle
3	Pool and viewing area	Aquatic Staff	Pool deck by hot tub exit doors
4	Arenas/Curling Rink/Racquet Courts/Youth Lounge	Maintenance Staff	Arena Lobby by east exit doors

The Lockdown Coordinator may direct staff, as required to:

- Lock all entrance doors to the facility as soon as possible (main lobby door bars are located in the main lobby janitorial room, use key pad to secure arena lobby doors).
- Check hallways, washrooms and open areas and direct them into the assembly areas. It may be necessary to adjust these activity areas depending on the threat. At the discretion of staff they may move patrons and staff into a secure room close to the assembly area and lock the door.
- Under no circumstances are individuals permitted to enter the building during a lockdown
- Follow instructions provided by the police. The facility will remain in lockdown mode until an all clear is provided by the police and Lockdown Coordinator
- Communicate a clear, concise and consistent message to patrons about the reason for the emergency lockdown (ex. The facility is in lockdown please remain in the building and follow the instructions of staff).
- Contact the Director of Parks, Recreation & Culture in not in the facility.

Staff are not to discuss the situation with the media. If asked all media requests should be directed to the CAO.