

You are in danger when you find yourself in the presence of an individual who is armed or presumed armed, and there appears to be a direct imminent threat.

What to do when confronted by a serious threat

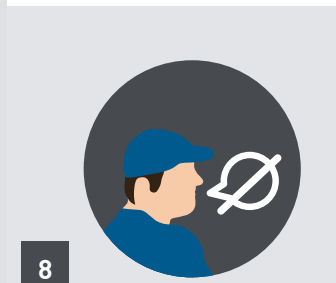
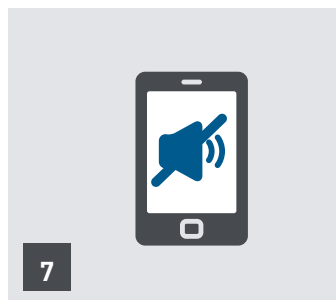
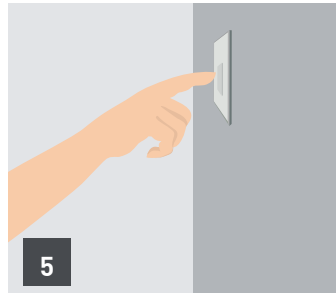
- » Alert everyone around you to the presence of any threat in the building by issuing an alert to everyone on the premises.
- » Call 911 and request assistance, if possible.

Begin the lockdown:

- » if you hear a warning message, step into the nearest room;
- » visually scan the hallway;
- » shut and lock the door;
- » block the window, if there is one;
- » place one or more obstacles against the door to form a barricade;
- » turn off the lights and close the blinds;
- » turn off any electronic devices, keeping one cell phone on in silent mode;
- » stay quiet;
- » move to a safe place away from the doors and windows;
- » stay on the floor;
- » remain calm.

A lockdown can save lives and time, and make it easier for the police to do their job.

Executing a lockdown



Evacuation procedure

- » Remain locked down until a police officer opens the door, even if you hear a general message announcing the end of the lockdown.
- » Never open the door. The police will announce themselves and will open the door
- » Follow the police instructions to ensure a safe evacuation.
- » Remain calm.
- » Keep your hands empty and visible at all times.
- » If someone there has been seriously injured, use only one cell phone and call 911 to notify emergency services of the situation



Organizations and community members have a key role to play in public safety. Through preventive measures and by knowing how to react in the presence of a threatening individual, you help make your environment safer.

- » Develop an emergency response plan that includes a lockdown procedure in case of a threat (e.g.: active shooter).
- » Become familiar with your work environment and public places. Identify places where you could hide in case of a threat.
- » Pay attention to any unusual behaviour by colleagues and clients. If you find them worrisome, notify a person in a position of authority.
- » Notify your building security or police if you notice a suspicious individual.
- » Do not tolerate physical or verbal violence towards an individual, group or institution. Report them.
- » Avoid getting into a confrontation.
- » Trust your common sense.

Never hesitate to refer a person whose behaviour is questionable to a help resource.

Recommendations for making your work environment or building safer

- » Control access.
- » Plan an effective system to quickly block door windows (e.g.: non-transparent coroplast with velcro).
- » If your doors do not have windows, install a peephole.
- » Post in a visible place a simplified reminder of the lockdown procedure.
- » For windows on the main floor, reduce visibility into the room from outside (e.g. curtain, reflective glass, plastic film, tinted glass).
- » Keep unused rooms closed and locked.
- » Do an annual lockdown exercise, and make sure to bring new people up to speed.
- » Become a multiplying agent for the proper way to respond to threats.
- » Organize your living or work environment in a way to reduce risks. If necessary, consult an expert.

Emergency 911 

-  police.prevention@gatineau.ca
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ensemble
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How to deal with a threatening individual

Readiness guide
for organizations

Emergency 911 

