



EMERGENCY LOCKDOWN PROCEDURES

What is a lockdown?

A lockdown is implemented when there is serious security risk (e.g., violent or armed intruder) to building occupants.

How will I know a lockdown is occurring?

You will be notified of a lockdown procedure through one or more of the following:

- Sounding of our internal bell (5 short blasts)
- In person by a FountainGate leader
- In person through a notification by police

Lockdown Steps

If a lockdown occurs, secure an area as follows:

1. Move immediately to the nearest room when safe with as many people as possible;
2. Lock and barricade the door;
3. Turn off the lights or maintain minimal lighting;
4. Cover all windows with blinds, curtains, etc.;
5. Keep back from windows and doors;
6. Lie flat on the floor or take cover out of sight;
7. Turn off cell phones (or place on vibrate) except to report injured people;
8. Keep calm and quiet; and;
9. Stay in the room until police arrive and clear signal sounds (one long bell ringing)

What if someone is injured?

Follow these steps when safe to do so:

Call 911

What to report?

When contacting authorities, report the following:

1. Your specific location, 949 Mohawk Dr., Cornwall, ON, K6H 5R6
2. The estimated number of people at your specific location;
3. If there are injuries, the number and types of injuries; and
4. If you have seen an assailant or identified a threat:
 - location and number of suspects;
 - direction of travel;
 - their clothing and description;
 - their identity if known;
 - any weapons or accessories (e.g., backpack); and
 - any unusual or threatening sounds (eg., gunfire or explosion)

What if fire alarm sounds?

- In Case of Fire, follow our Fire/Evacuation procedures instead