

CAMPUS EMERGENCY PROCEDURE

Procedure Title: Weapon on Campus
Effective Date: May 2014
Revision Date: May 2016

Introduction

This procedure provides direction to the campus community when responding to an incident or emergency that may threaten the institution's processes, the safety of its employees and students, or the facility itself.

Definition/explanation

A **weapon** may be authentic or a replica. It may include a hand gun, rifle or shotgun (loaded or unloaded), knife, edged weapon or anything that may be considered to be able, or held out to be used as a weapon.

Procedure

When a weapon is reported on a person or in an automobile on campus grounds, students, faculty, staff and visitors are to follow the direction of Campus Security, the emergency manager, Emergency Management Response Team (EMRT) members or Emergency Services personnel if on scene. The possession of any weapon is prohibited on campus and may constitute a criminal act.

Faculty and staff:

If a weapon is observed by faculty or staff, or reported to a faculty or staff member:

- Treat the situation as an active threat;
- Assist students and staff to move to and remain in a secure location;
- Report the situation to Campus Security at ext. 2400 from a campus phone or 905.721.3211 from an external line;
- Secure and barricade the classroom and office doors and cover windows, if possible. Keep away from windows and turn lights off;
- Keep everyone in the secure area;
- Faculty and staff are not to investigate the situation further; and
- Take direction only from a police officer, Campus Security officer or the emergency manager.

If faculty members are made aware that a weapon is reported to be on campus grounds, but not an immediate threat:

- Notify Campus Security immediately and take direction from a police officer, Campus Security or the emergency manager; and
- Remain with the person who reported the weapon to you as Campus Security and police will want to speak to you.

Students:

If a weapon is observed by a student:

- Report the situation to Campus Security at ext. 2400 or 905.721.3211;
- Follow the direction of faculty, staff, Campus Security and police;
- If faculty, staff and Campus Security are not available, assist students with disabilities and visitors and move to and remain in a secure location;
- If possible, secure and barricade the classroom and office door; and
- Turn off the lights, and cover and stay away from the windows.

In the event of an injury:

In the event an injury occurs as a result of a workplace accident, please contact your immediate supervisor to inform him or her of the incident. Next, you or your supervisor must fill out an Accident/Incident Report Form.

For Durham College employees, the form can be located on the employee intranet, ICE, under Forms, then Human Resources, and Accident, Injury. For more information, please refer to the Durham College Accident Reporting Procedure (EMPL-301.1), also located on ICE.

UOIT employees can access the form through the UOIT.ca website. On the homepage, click Faculty and Staff, then Campus Services, and Health and Safety. For more information, please refer to the Accident Reporting Procedure, which is located on the UOIT.ca website.

Authority and responsibilities

The Emergency Management Response Team (EMRT) and the Office of Campus Safety will be responsible for enforcing and communicating these procedures to staff and students.

Faculty, staff, and students will be responsible for taking direction from the appropriate authorities and contributing to a safe and secure environment.

Reference

Durham College and UOIT Emergency Preparedness Plan & Policy
Durham College Emergency Preparedness Policy ADMIN-211
Durham College Accident Reporting Procedure EMPL-301.1
UOIT Accident Reporting Procedure