

LOCKDOWN PROCEDURES

1. General

- a. Lockdown should **only** be used when there is a major incident or threat of violence within CFB Halifax or the area surrounding *Scotian* (*i.e.*, a violent incident occurs, an armed person is identified in a facility or on base, active shooter on the premise).
- b. The purpose of initiating a lockdown is to:
 - i. Protect the Ship's Company and personnel aboard from a threat,
 - ii. with the assistance of Military Police/Police or Law Enforcement, isolate a dangerous situation, and
 - iii. depending on the situation, facilitate an organized evacuation from a dangerous area.

2. Lockdown Procedures

- a. The lockdown procedures is as follows:
 - i. If the event is a major incident or threat of violence any witness shall call 911 to inform the police. Provide as many details as you can to include
 - i. description and location of the event when possible,
 - ii. location and number of suspects,
 - iii. suspect moving or stationary,
 - iv. identity of suspect (*e.g.*, do you know the person, physical appearance, weapons, if they have a backpack, possible motive and/or threats made, location of casualties, *etc...*).
 - ii. The witness shall then call the Military Police at **902-722-4444**, providing similar information as requested.
 - (a) Note: **ANYONE** may activate a lockdown if the emergency is evident or if any immediate life-threatening situation occurs.
 - iii. The witness shall then inform the Brow Watch Keeper of the incident

- iv. The Brow Watch Keeper shall make the pipe ‘**Lockdown is now in effect. All personnel are to secure their areas.**’
- b. Upon hearing the lockdown announcement individuals outside the building shall move to the closest muster area, take cover, and remain outside until further directions are received from Law Enforcement/Military Police or the Chain of Command (CoC);
- c. Upon hearing the lockdown announcement individuals inside the building shall:
 - i. Secure themselves in the closest room that can be locked,
 - ii. Officers and Volunteers should quickly look into the hallways to allow any non-threatening personnel access, then shall secure the windows and lock the doors,
 - iii. Close any blinds, and turn off the lights,
 - iv. Move away from any windows, and get down on the floor, ideally behind a thick hard surface,
 - v. Make as little noise as possible (make the room appear empty to any intruder), and
 - vi. Place any electronic devices on silent mode, and monitor for any communications from the CoC.
- d. Officers and Volunteers shall account for personnel and report to the Commanding Officer and Executive Officer
- e. If you are near casualties and the intruder has passed, move casualties to cover and begin providing first aid until rescue teams arrive (if possible) – the police first responders will focus on finding and stopping the intruder; you should continue first aid as long as it is safe until dedicated medical personnel are on site; and
- f. Do not confront the suspect unless you are in immediate danger. If you must act to save a life, do so with the intent to incapacitate the intruder as quickly as possible, throwing items or rushing them if they are at a short distance.
- g. During lockdown, all personnel shall disregard the fire alarm system and any other announcements made over the PA, unless otherwise informed by the CoC.

3. **Room Security**

- a. As some of the areas aboard *Scotian* utilized by the Ship’s Company have multiple entrances, the following section will outline how to properly secure these rooms.

b. Classroom 1

- i. The main door must be closed and locked,
- ii. The Dividing wall to the Jr Ranks mess must be secured.

c. Classroom 2

- i. The main door must be closed and locked,
- ii. The door to the Wardroom must be closed and locked. This requires one door to be 'anchored' to the ground and ceiling, otherwise the deadbolt will not keep the doors closed,
- iii. All windows must be closed,
- iv. All blinds in the Wardroom must be closed,
- v. Some personnel from the mezzanine will be coming to this room to shelter, and
- vi. The ideal place to shelter is in front of the Wardroom bar.

d. Classroom 3

- i. The main door must be closed and locked,
- ii. The window must be closed,
- iii. The blinds must be closed,
- iv. Some personnel from the mezzanine will be coming to this room to shelter, and
- v. The ideal place to shelter is against the wall backing on the C&POs Mess.

e. C&POs Mess

- i. The main door must be closed and locked. This requires one door to be 'anchored' to the ground and ceiling, otherwise the deadbolt will not keep the doors closed,
- ii. The window must be closed,
- iii. The blinds must be closed,
- iv. Some personnel from the mezzanine will be coming to this room to shelter, and
- v. The ideal place to shelter is in front of the bar.

f. Bos'n Classroom

- i. The main door must be closed and locked. This requires one door to be 'anchored' to the ground and ceiling, otherwise the deadbolt will not keep the doors closed, and
- ii. Personnel from the parade deck will be coming to this room to shelter.

4. **Ending a Lockdown**

- a. The end of a lockdown will be announced by Law Enforcement/Military Police or the CoC/designate (following consultation with Police).

- b. The cancellation notification will be completed by using face-to-face communication, followed by the announcement **'This is NAME, Emergency Lockdown has been lifted'**.