

## NOTICE

### Leisure Centre Lockdown Drill – November 15, 2018

The Town of Bradford West Gwillimbury is committed to maintaining a safe environment in all of its facilities. As part of this commitment, **an emergency lockdown drill will be held at the BWG Leisure Centre on Thursday, November 15 at 2:30 p.m. and lasting for approximately 15 minutes.**

Lockdown drills should be treated with the same level of importance as fire drills. The objective is to ensure staff and visitors know how to safely respond when a lockdown is triggered.

**During a lockdown drill, all staff, members and visitors to the centre will be expected to participate in the drill and follow staff instructions.** Members and visitors who do not wish to participate may wish to schedule their visit around the drill or, if this is not possible, they should advise reception upon arrival to receive instructions on what to do during the drill.

#### **BWG Leisure Centre lockdown procedures:**

A lockdown announcement will be made over the public address system. Once a lockdown is announced, follow these instructions:

- Remain in or go to the nearest enclosed space (a room with closable door); if Town staff are present, follow any direction they provide
- Close, lock or barricade the door
- Turn off the lights (if possible)
- Stay away from windows and doors, and out of sightlines if possible
- Stay low to the floor and quiet
- Turn off cell phones
- Wait for further instruction
- Do not open the door for anyone
- FOLLOW INSTRUCTIONS OF POLICE/EMERGENCY PERSONNEL ONLY – do not move from your position or exit the room until instructed to do so. (During a drill, Town facility staff will provide these instructions.)

If the fire alarm sounds during the lockdown:

- Assess your area for signs of fire
- If no sign of fire, remain in lockdown
- If signs of fire, evacuate if safe to do so
- If you choose to evacuate, use the safest exit

The Town realizes an exercise of this nature can be a distraction or inconvenience; however, it is necessary to maintain the highest level of safety and security for staff and visitors.

**Please Note:** This is a DRILL. Emergency Service (Police, Fire) will not be participating, so Town facility staff will give the all-clear at the end of the drill through a public announcement.