

219 NLCC HOLGER STORM STANDING ORDER: LHQ LOCKDOWN PROCEDURE



1. General

The safety and security of cadets, officers, and staff during training is the highest priority. In the event of a lockdown or immediate threat within or near the facility, the following procedures are enacted without delay.

2. Initiation

- On direction from corps staff, law enforcement, or the announcement of “LOCKDOWN, LOCKDOWN, LOCKDOWN”, all personnel immediately initiate lockdown procedures.
- Training is suspended at once.

3. Actions for Cadets and Officers

- If in the gymnasium: Cadets are to be gathered immediately by their Division Officers (DOs). Cadets and officers will move quickly and silently into the nearest washrooms or locker rooms.
- If already in washrooms/locker rooms: Remain in place and secure the door if possible.

4. Securing the Space

- All cadets, officers, and staff remain **quiet** and out of sight of doors and windows.
- Cell phones are to be **silenced** (no vibration or sound).
- Doors are to be locked or barricaded if locks are unavailable.
- Lights are turned **off**

5. Accountability

- Division Officers (DOs): Conduct a silent head count of their cadets once secured. Report totals silently to the XO if possible.
- XO: Confirms accountability of all divisions and reports to the CO once safe to do so.

6. Communication

- No one is to open doors or respond to knocks unless directed by identifiable law enforcement or corps staff.
- All communication is limited to essential only.
- **All Clear** can only be given by police or law enforcement.

7. Post-Incident

- Once safe, the CO conducts a full roll call of all cadets, officers, and guests.
- An incident report is completed and forwarded to Rockyview Branch and Navy League chain of command.

By Order of the Commanding Officer,
S/Lt (NL) I. Pollard