

# Emergency Preparedness - Hold and Secure

## 4110-40 | Emergency Preparedness - Hold and Secure

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Hold and Secure is used when it is desirable to secure the school due to an emergency situation occurring outside the school and not related to the school.

### Hold and Secure procedures

- The Principal or designate will order and announce **“Hold and Secure”** procedures. Repeat announcement several times. Be direct. Code words lead to confusion. If it is a drill, announce it as a Practice Drill.
- Classes that are outside the building should enter the building. Persons within the school not affiliated to the school will also become part of the procedure if it is initiated.
- All exterior doors will be locked and monitored to allow students who are outside to re-enter.
- A sign will be posted on the front door advising visitors that the school is in a “Hold and Secure” situation. The non-emergency number to the Prince Rupert RCMP Detachment will also be provided.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Pull shades, keep students away from windows.
- Turn off cell phones.
- Do not use in-house phone systems as the lines must be kept clear for emergency calls.
- Control all movement, but continue classes. Depending on the situation, dismissal bells may need to be ignored.
- Move on announcement only.
- Principal or designate will announce “all clear”.