

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”.