



AP 2-205 – HOLD AND SECURE

BACKGROUND

In some situations Emergency Services personnel may initiate a Hold and Secure of a school due to an emergency situation occurring outside and not related to the school.

PROCEDURE

When a Hold and Secure is announced the external doors to the school may be locked and access in and out of the school is strictly monitored. A Hold and Secure should minimize the disruption to regular school functioning while maintaining the safety of students and staff. Classes may continue to function normally, although there may be situations where movement is restricted.

Notification:

- . A Hold and Secure will be announced via the paging system or intercom.
- . The paged instructions for hold and secure are “Attention the school is now in a Hold and Secure. Attention the school is in a Hold and Secure.”
- . Additional directions may be paged as appropriate to the situation.
- . Staff will carry out duties as pre-arranged.

Office and Clerical Staff:

- . Determine the level of movement that can occur within the school during the Hold and Secure and communicate this to the staff and students.
- . Call the Division Office and report the details of the Hold and Secure.
- . Place a sign on the front door or front facing window stating that the school is in a Hold and Secure.
- . Receive attendance counts and verify that everyone (students, staff, volunteers and visitors) is accounted for.

Students:

- . Students follow the directions announced over the paging system and from their teachers.
- . If a Hold and Secure is initiated, students in outdoor areas should immediately enter the school.

Staff:

- . Follow the directions as paged over the intercom.
- . Keep students calm.

School Administrators:

- . Liaise with the Emergency Services personnel to determine level of acceptable movement within the school.
- . Communicate the details of the Hold and Secure to the Superintendent.
- . Communicate the details of the Hold and Secure to parents (as needed).
- . Division office (superintendent) will provide information to media.

Adopted: June 2017