

## HOLD AND SECURE

This is used when it is desirable to secure the school due to an emergency situation occurring outside and not related to the school e.g. a robbery or serious criminal offence in close proximity to the school or where a suspect is being pursued by police. In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

### *Principal or Designate:*

- Announce "ATTENTION ALL STAFF AND STUDENTS. THE SCHOOL IS NOW IN A HOLD AND SECURE SITUATION." over the PA system. Repeat the announcement several times. The Principal/Vice Principal or designate can provide more information.
- Additional directions may be added as appropriate, e.g. that in the event of a fire alarm to either evacuate to the outside or to remain in the school until otherwise advised or whether movement is restricted and if class change bells should be ignored.
- Ensure all students and staff participating in outside activities are moved into a secure (safe refuge) location (which may be off site depending on the circumstances).
- Move all students and staff from portables into the main building if access to washroom facilities will be a problem.
- All exterior doors are locked and monitored to allow for any staff or students to enter from outside but the doors should otherwise remain locked.
- Call the Superintendent's Office 250.652.7300
- Confirm with police when the Hold and Secure situation has ended.
- Notify staff and students that the Hold and Secure has ended by using the PA.
- Classes continue to function normally.
- After any Hold and Secure, a communication should go out to parents/guardians briefly outlining the situation and how it was handled. This will ensure that accurate information goes home and that parents/guardians can support their children if they have questions or concerns.