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| **HOLD & SECURE** |

The school is notified of a potential threat or emergency outside of the school. In the event of a serious police incident in a localized area, all schools in the surrounding area will be required to hold and secure.

Any staff member who receives information or has reason to believe that there is an imminent threat to the safety of the school community or worksite must inform the administrator immediately. If administration is not immediately available, an alternate staff member must activate the hold and secure procedure without delay.

**Principal Responsibilities:**

* Announce to students and staff over the P.A. system the following instructions:

“ATTENTION ALL STAFF, THE SCHOOL IS IN A HOLD AND SECURE”

* Direct the caretaker to lock all exterior doors.
* Place signage on the doors indicating that the school is in a hold and secure and all doors are locked. For school access please contact the school and indicate the phone number.
* Initiate the divisional emergency response phone line.
* Assign staff to monitor the main doors.
* Let staff know that classes may continue to function normally. Blinds should be closed and/or windows covered as much as possible.
* Confirm with the police when the school can return to normal functioning and doors can be unlocked.
* Let staff know that that movement outside the building is restricted and staff and students will not be allowed to leave the building until directed to do so by the police.
* Notify transportation if busses are in the process of arriving for drop off or pickup.

**Staff / Students Responsibilities:**

* Direct all students, staff and visitors, including those outside the school such as on the playground, into the school.
* All portable classrooms not attached to the school should be directed to come into the school until the all clear has been given.
* Close the classroom door. Doors should be locked at all times as staff will not have the time to go out and lock the door.
* Classroom instruction can proceed as normal.
* An administrator or designate will control all movement (if any) to and from class. Move on announcements only.
* If the fire alarm is activated during a hold and secure DO NOT leave your room unless directed to do by the principal or designate.
* An ‘ALL CLEAR’ message will be given in person by the principal or designate once the hazardous situation has passed.