
Emergency Response Protocol: Hold and Secure

Situation

- Emergency outside the school: police incident, traffic accident, civil disturbance

Announcement: **“Attention all staff...the school is now in Hold and Secure.”**

****Repeat as necessary****

Procedures

- Lock exterior doors.
- Close exterior windows or blinds.
- Staff and students may enter, but once inside, no one leaves the building.
- School continues as usual in the building.
- Confirm with local police to determine when it is safe to lift the “Hold and Secure.”
- Signage:
 - Place a sign on each external door indicating that the school is in a “Hold and Secure” emergency procedure.
 - Place a sign outside the main doors indicating that the school is in a “Hold and Secure” and stating that no one may leave the building.

