

## **Emergency Preparedness Response Plan: Hold and Secure**

**Date: 2010 09 01 / 2017 04 25 / 2023 06 20**

### **Administrative Procedures**

These procedures provide guidelines for responding to a Hold and Secure scenario.

#### **1. Hold and Secure**

Hold and Secure is a response to an ongoing situation outside the school (e.g., a nearby bank robbery or domestic dispute with reports of weapons), when it is desirable to secure the school. In this situation, staff and students will remain in the school; however, classroom activities will continue. External doors are locked and monitored. Signs are placed on external doors with school phone number.

Hold and Secure will occur at the direction of school administration, when deemed necessary. Notification will be conveyed to the school population and the Hold and Secure procedure will commence immediately.

#### **2. Responsibilities**

Jointly the Superintendent of Education, with responsibility for safe schools, and the Treasurer of the Board, with responsibility for risk management, will be responsible for the development and implementation of this policy and procedures and ensuring compliance.

Jointly the Superintendent of Education, with responsibility for safe schools, and the Treasurer of the Board, with responsibility for risk management, will be responsible for communication of the policy and procedures to Board employees.

The Manager of Risk and Supply Chain will be responsible for maintaining the Emergency Preparedness Response Plan and related procedures on the staff room intranet accessible to school communities.

Principals will be responsible for communication of this policy and procedures to school communities.

#### **3. Expectations**

**Staff are to refer to Emergency Preparedness Response Plan for guidance and checklists located on the Board's staff room intranet.**



The Director of Education (or designate) shall ensure that overall planning and training for non-school location procedures are developed and incorporated into the location's Hold and Secure plans.

The principal shall ensure that overall planning and training for specific school procedures are developed and incorporated into the school's Hold and Secure plans.

Staff members will know and understand Hold and Secure procedures.

In the event of an emergency, students and parents/guardians will be able to respond to a Hold and Secure.

## 4. Preparing for a Hold and Secure

### Non-School Locations

The Director of Education (or designate) shall be responsible for the development of all non-school, site-specific Hold and Secure plans compliant with the procedures outlined in this document. In order to ensure an adequate state-of-emergency preparedness, it is essential that the Director (or designate) review all facets of the site-specific plan with all staff a minimum of twice per year (i.e. September and February). The Director (or designate) is also responsible for ensuring that new staff, itinerant staff and casual support staff assigned to each site are informed of the Board's procedures.

### School Locations

Principals shall be responsible for the development of a site-specific Hold and Secure plans for their school compliant with the procedures outlined in this document. In order to ensure an adequate state-of-emergency preparedness, it is essential that principals review all facets of the site-specific plan with all staff a minimum of twice per year (i.e. September and February). Principals are also responsible for ensuring that supply teachers, itinerant staff, casual support staff assigned to the school and daycare facilities and tenants are informed of the school's procedures.

The expectation is that staff at all school locations will be "Hold and Secure aware" at the start of the school year.

School plans must ensure that the unique needs of special populations (e.g. hearing impaired, ESL, ASD, developmentally challenged) have been anticipated in the development of the site plan.

**Communication Plan** – Preparing for a Hold and Secure. Principals must ensure that Hold and Secure procedures are shared with students and parents at the beginning of each school year.

## 5. Hold and Secure Emergency

A Hold and Secure will occur at the direction of school administration, when deemed necessary, usually on the advice of police. Notification will be conveyed by the office and the Hold and Secure procedure will commence immediately.

Upon notification, the response for all schools will be an announcement stating "ATTENTION. ATTENTION. This is NAME, ROLE, SCHOOL NAME is now in a Hold and Secure. This is NOT a Lockdown. I repeat SCHOOL NAME is in a Hold and Secure. This is NOT a Lockdown. We have been informed by police that they are investigating an emergency situation in the area. We are directing that all exterior doors and windows are locked, and that all staff and students remain in the building until further notice."

### **Procedures in Classrooms and Portables**

Staff shall:

- quickly usher students in stand-alone portables into the main building.
- remain with students in the secure classroom and continue the normal events of the day.
- close perimeter curtains and lock windows.
- inform students that there is a serious situation outside of the school location and that they must remain in secure locations in the school for the duration of the Hold and Secure. It is imperative that staff maintain order throughout the event.
- refuse access to the school during the Hold and Secure.
- anticipate that Hold and Secure situations occasionally take considerable time. No one will be released from the school unless the Hold and Secure is terminated.
- remain within the school until the "Hold and Secure Terminated" signal is given and follow subsequent instructions.

### **Procedures for Outside of the Building**

Staff shall:

- Direct all students immediately into the school building.

### **Procedures for Administration and Police**

Administration shall:

- Ensure that all exterior doors are locked and Hold and Secure notification signs are posted.
- Ensure that a call is made immediately to the Director of Education (or designate)
- Ensure that all office staff are appropriately situated and advised of next steps.
- Implement any plans for monitoring perimeter door access during the Hold and Secure
- Maintain communication and be prepared to work with police as the situation dictates.
- In consultation with the Director of Education (or designate) anticipate and respond to time-sensitive decisions as they arise, such as:
  - rescheduling of buses.
  - end of day issues.
  - return of off-campus trips.
  - "game day" sports buses arriving and departing.
  - potential cancellation of sports/music/club events.
  - transportation arrangements (e.g., taxis) for special populations
- All Communication with the media will be directed by the Police Media Relations Personnel and Director of Education.

The Administration will make the decision to end the Hold and Secure in consultation with the police by announcing “ATTENTION. ATTENTION. This is NAME, ROLE, SCHOOL NAME, the Hold and Secure is now terminated. I repeat the Hold and Secure is now terminated.”

Prepare an appropriate message to accompany the “Hold and Secure Terminated” announcement so that the school community is assured of safety.

### **Communication Plan** – After a Hold and Secure

The Director of Education (or designate) in consultation with the principal shall:

- Plan communications for media and staff debriefing meeting
- If necessary, develop memoranda/letters to be sent home with students and/or posted on the school website, Edsby or broadcast through School Messenger.
- Prepare a de-brief script that teachers can utilize as the Hold and Secure is terminated.

## **6. Additional Information**

The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

## **Definitions**

**Lockdown** - is **ONLY** used as a response to a **major incident of violence or threat of school violence to staff and / or students of the school**. A Lockdown isolates students, the staff and others from danger by requiring everyone to remain inside the building in secure locations.

**Major Incident of Violence or Threat of School Violence to Staff and / or Students** – is any incident which poses an imminent and serious threat to staff and students (e.g. armed intruder, weapons, etc.) requires that a Lockdown be reported to the main office.