

## 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.

## LOCKDOWN

**Anyone observing a threat or serious potential threat must contact the main office immediately to initiate the lockdown.**

**All staff members including custodial staff must know the lockdown phrase and how to announce it including knowledge on how to properly operate the PA system.**

**All exterior exit/entrance doors remain “as is” at the time of a lockdown.** In planning no one is designated to lock/unlock exit doors after lockdown is announced – all persons must secure themselves in a shelter area.

### *The Principal or Designate will:*

- Announce the following message over the PA system “ATTENTION ALL STAFF AND STUDENTS. IMPLEMENT SCHOOL LOCKDOWN PROCEDURES.” Identify who is making the announcement. Use this plain language, no codes and repeat the message several times.
- Use the AIR HORN to inform classes or students that are outside the building. One long blast.
- Activate emergency services. Call 911 and inform the dispatcher that the school is in lockdown. Have someone remain on the line with the dispatcher.
- Disable bells if possible.
- Notify Superintendent of Schools or Safe School Coordinator through the main SBO switchboard.  
**250.652.7300**
- Remain in a secure location and communicate with the office/administrative staff and with police from there.
- Do not move out of the school until directed by Police.

### *Classroom / Staff response:*

- Immediately cease all business (i.e., teaching, group work, meetings, etc.)
- Direct students and staff to an area where there will be the least possibility of being seen and instruct them to sit on floor and keep away from and below the level of the windows.
- Clear hallways. Instruct all students and staff to immediately enter the nearest classroom. Without delay lock all doors providing access to the classroom and barricade room.
- In an elementary setting, staff teaching in the classroom(s) closest to the washrooms should be assigned the task of getting those children into classrooms.
- Turn off classroom lights, pull down blinds on doors and windows if possible.
- Put all electronic devices on SILENT and instruct students to refrain from using cell phones.
- Be as quiet as possible.
- In the event that a fire alarm is pulled once a lockdown has been called, staff and students shall not respond as they normally would do to a fire alarm, but shall remain locked down, if it is safe to do so.
- Ignore school bells.
- In the washrooms, staff and students should lock the door if possible, enter a cubicle, lock the door and crouch on the toilet seat. Remain there in the least visible area.

- Record the names of all who are in the classroom if it is possible. Do not use the classroom computer. Note last destination of missing students. Record names of extra students present.
- DO NOT respond to anyone at the door. No one is to leave the room. The room will be cleared by police when it is safe to do so but it could take several hours from the onset of the lockdown.
- If you are directed by police to leave your secured area assist others in moving as quietly and quickly as possible. When police clear the classroom students MUST NOT be holding anything in their hands.

**IF INCIDENT OCCURS WHILE STUDENTS ARE ON GROUNDS:**

***The Principal or Designate will:***

- Students and staff on school grounds when a lock down is initiated will be informed by the use of the Air Horn. One long blast. Ensure all staff are moved into a secure (safe refuge) location (which may be off site depending on the circumstances.)

**When the area has been deemed safe for evacuation:**

***The Principal or Designate will:***

- Call the Superintendent's Office **250.652.7300** to provide an update.
- Work with the Superintendent's Office to establish a plan to use media to inform parents when and where students may be picked up.
- Police/teachers will escort the students to the designated safe areas where they will join their assigned classes.
- Once at the designated site, teachers will take attendance and report any missing students to the Principal/Vice Principal citing the last known destination.
- All students will remain in the designated site until directed otherwise by police or Principal.

**IMMEDIATELY FOLLOWING INCIDENT:**

- Have a staff meeting to debrief the incident (include police if appropriate).
- Activate school CIRT/threat assessment team and develop a plan for immediate and follow-up support for students and staff. This may include the district CIRT and/or the district threat assessment team.
- Document details of the incident.
- After any lockdown, 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.

Refer to [Responding To Critical Incidents: A Resource Guide For Schools](http://www.bced.gov.bc.ca/sco/resourcedocs/critinc.pdf) (www.bced.gov.bc.ca/sco/resourcedocs/critinc.pdf) for further details

## PREPLANNING:

In preparation for Lockdown and Hold and Secure situations, administrative staff should ensure the following:

- A copy of the lockdown procedure is included in staff substitute files.
- All personnel on supervision carry two-way radios with communication to the main office.
- A prearranged audible signal has been established to notify outdoor supervisory staff of a lockdown situation.
- All classrooms can be visually isolated from the hallways (prefabricating window coverings for this purpose may be necessary).
- Administrative staffs have District registered cell phones.
- An off-site assembly area has been identified which students are able to access immediately. Neighboring schools may not be the best option as off-site evacuation locations as they too may be locked down upon notification of an incident at a nearby school.
- All classroom teachers carry classroom keys. Auxiliary locks from the inside of doors are recommended. Simple methods such as wedges should also be considered.
- Consideration should be given to a media staging area that is away from where emergency responders will be conducting operations.
- In an actual event staff/students may be contained for several hours and rudimentary comforts should be considered to the extent possible (bottled water, first aid, washroom requirements etc.) to help everyone remain in the shelter as long as necessary.
- Parents/guardians must be informed about the existence of the lockdown plan and know where to meet their children in a designated staging area if an incident should happen.
- Parents/guardians should be informed that they **do not phone students during the lockdown**. Cell phone lines must be kept open for emergency responders and so that locations of students within the school are not inadvertently revealed to attackers.
- Controlled and uncontrolled (e.g. during lunch break etc.) drills need to occur. However, schools should **never** hold “surprise” lockdown drills. Drills must be planned in advance and everyone, including police, parents/guardians, and the District Safe School Coordinator must be notified in advance.
- *Police will locate and open the lockbox, and access the 4 small laminated maps with grease pencils located in the envelope in the office.*