

F. Hold and Secure

Hold and Secure is a process used to lock all exit/entrance (exterior) doors of the school when there is an emergency situation in close proximity to the school, outside the school on school grounds and/or unrelated to school.

Hold and Secure means all exterior doors are locked; interior doors may remain in their normal state. Movement is permitted within the building and school activities can continue inside. (*This is in contrast to Shelter-In-Place, where students and staff may need to move to a specific area of the school or be confined to their classrooms.*) However, as the problem is outside, no one is allowed out of the building.

The main objective of a Hold and Secure is to protect students and staff by preventing unwanted individuals from entering the school and keeping the problem outside.

The protocol is generally initiated in response to criminal activity involving police pursuits; however, it could be used for other emergencies if need be.

Hold and Secure remains in effect until the All-Clear command is issued.

How to Execute Hold and Secure

1. Incident Commander or designate announces over PA system or other communications systems used by school: Hold and Secure.
2. Staff direct students and visitors to normal classroom or work locations.
 - a. Call students or staff who are outside the building back into the building.
3. Account for all students, staff and visitors.
 - a. Teachers take attendance of all students.
 - b. Designated SERT members account for support staff and visitors.
4. Report attendance using Status Cards.
 - a. Designated SERT members reconcile attendance.
 - b. Designated SERT members report status/missing persons to Incident Commander.
5. Staff close all windows and doors to their respective areas/rooms.
 - a. Close blinds, if available.
6. Security Team (Exterior Door Lock) check and lock all exit/entrance doors and public area exterior windows.
 - a. Security Team (Exterior Door Lock) should concentrate their initial efforts on locking doors that are known to be open, e.g., main entrances. Any doors that should normally be locked, e.g., gym doors leading to outdoors, need to be checked to ensure they are in fact locked, haven't been propped open or that a latch did not catch. Vacant rooms should be checked to ensure there are no open windows, particularly

when warmer weather prevails. Any special keys, e.g., hex keys, required to lock exterior doors need to be made available to the Security Team. Where possible, put in place redundant coverage of door lock responsibilities.

- b. Security Team should always maintain communications with Incident Commander, i.e., carry a two-way radio and/or cell phone, when doing door/window checks.
 - c. In the event that a Lock-Down: Stay-Put (see Stay-Put) command is given, abort attempts to secure exterior doors. Immediately proceed to a lockable room/zone and secure yourself.
 - i. If it is discovered while attempting to secure the facility, i.e., while initiating a Hold and Secure, the problem is now inside and not outside, the Security Team (Exterior Door Lock) should take immediate steps to secure themselves in lockable rooms/zones. While protecting safety, attempt to notify the rest of the team that the situation is now a Lock-Down: Stay-Put situation. If available, the Security Team should make use of two-way radios when doing the facility check. In doing so, team members can communicate with each other and inform the rest of the team of a changing situation. Conversely, team members can check on the safety of other team members.
7. Keep all persons away from windows and exterior doors.
 8. Once the facility is secure, the Incident Commander can make the decision to allow students and staff to move about the building. In doing so, the school may continue to protect themselves from an outside threat while allowing some flexibility to continue the school day.
 - a. If students and staff are permitted to move about the building, it must be made abundantly clear that no one is to leave or open doors to the building. It may be necessary to take additional steps to protect the integrity of the Hold and Secure.
 - b. Signage should be used at main entrances to inform visitors/people outside that the school is in a Hold and Secure and that no one will be permitted into or out of the building.
 - i. For schools with older students, it may be necessary to assign sentries at exterior doors to ensure individuals do not open the doors.
 9. Allow no one in or out of the school until Incident Commander issues All-Clear.

Hold and Secure Scenarios

1. **Student and staff returning to school.** For circumstances when it is indisputably known who/what is the cause of the Hold and Secure, the Incident Commander may, at his/her discretion, post Security Team members (or other staff as available) to act as “gate keepers” at a controlled entrance to allow students/staff into the school. This scenario may present itself if there are students and staff outside of the school.

E.g., during lunch hour the school is advised by police that a robbery has taken place at a near-by retail outlet and the perpetrator may be in the area. The Incident Commander may put the school into Hold and Secure, but post staff as gate keepers to permit students and staff returning from lunch back into the school.

In this scenario, the Incident Commander must be indisputably certain this course of action is not providing an opportunity for the perpetrator to enter the school or putting staff at risk by posting them at the doors. Schools should plan to have a designated place of refuge for students at a nearby location, such as their evacuation center, where students and staff could go if they are faced with being locked out of the school.

2. **Off-site classes.** If possible, off-site classes should be informed about the Hold and Secure and advised to stay off site and go to one of the evacuation centers. Request assistance from the EOC Director in facilitating this action.
3. **Parents/Visitors at the school.** If parents/visitors are inside the school when Hold and Secure is called, it will be necessary for them to participate in the Hold and Secure and respect the integrity of the protocol. Treat parents and visitors who have signed into the school as you would any student or staff at the school. If parents and visitors refuse to participate in the Hold and Secure, then the school must go into a Lock-Down (students/staff secure in Lock-Down zones) as the Hold and Secure will have been compromised.
4. **Fire alarms during Hold and Secure.** In the event the fire alarm sounds during a Hold and Secure, the Incident Commander needs to provide staff with additional information and instructions to validate the credibility of the alarm, as it is conceivable an accomplice has pulled the alarm to create havoc and more harm. Staff should not ignore the fire alarm and assess the situation, as there is a real possibility the fire alarm is sounding due to a valid evacuation scenario, i.e., fire in the building.

If the Incident Commander wants staff to evacuate, verbal instructions should be given for an "Emergency Evacuation," along with which exit doors are to be used and subsequent instructions on assembly area/route to evacuation center. This additional information may provide staff members with more confidence that the call for evacuation is real. Staff members must make the best judgment call they can with the information available to them.