

APPENDIX B

Administrative Responsibilities For Hold & Secure Procedures

Designated person in charge of school designates a scribe to assist the principal/designate to document event.

Examples of Hold & Secure Situations: Injury/medical reasons, tragedy, maintenance issue, weather, bomb threat, bank robbery in community, etc.

Procedures	Completed	Time	Initial
1. Make or "HOLD & SECURE" announcement - Repeat 3 times			
2. Turn off bells or advise staff/students to ignore bells.			
3. If the principal or vice-principal is not in the school, they should be called immediately.			
4. Have the secretary or designate contact shops, gymnasiums, weight room, and music room to confirm announcement was heard.			
5. Notify the Superintendent.			
6. Notify the Communication Manager			
7. Notify Families			
8. Follow necessary procedures as dictated by the nature of the situation.			
9. Announce "All Clear" or Evacuation. If Evacuation, see Appendix C			

Important Phone #'s

Principal: _____	Superintendent: _____
Vice-Principal: _____	Principal(s) of Adjoining School(s): _____
Board office: _____	Custodian: _____
	Communication Manager: _____