PROCEDURE TITLE: Hold & Secure

RELATED POLICY: NC500 Imminent Threat

A. Definitions

**College Notification Systems**: The College has a variety of systems to communicate to the college community. These include, but are not limited to, NC Alert, the public address (PA) system, the College’s Mobile Safety App, social media, telephone and voicemail systems, the college website, and Wayfinder screens.

B. Procedure Purpose

This procedure provides guidelines for the actions to take in response to a threat and/or incident in the general vicinity of a campus or college site. This could include police searching for someone threatening in the surrounding neighbourhood.

C. Procedure Statements

1. The Hold and Secure alert will be communicated using the most appropriate College Notification Systems, which should be monitored throughout the situation.

2. If outdoors when the Hold and Secure is called, enter the nearest college building immediately.

3. The majority of building entrances have glass doors and locking them will not necessarily prevent a threat from entering a building, but would prevent an innocent person from being able to get to safety. We need to ensure all College community members have the best chance to protect themselves.

4. Regular college operations continue, unless directed otherwise.

5. Prepare yourself mentally for a potential escalation to an Active Threat by scanning and assessing your immediate surroundings.

6. The all clear will be communicated through the College Notification Systems.

D. Forms

None