

# Sheridan

## Hold and Secure Procedure

### Questions and Answers

#### What is a Hold and Secure?

A Hold and Secure is used when it is necessary to secure the campus due to an ongoing threat outside and not related to Sheridan (i.e., bank robbery nearby). Regular operations continue inside Sheridan.

#### How will I know if there is a Hold and Secure?

A message will be broadcast through the emergency notification system: "Attention. The campus is in a Hold and Secure due to an external threat. Please stay inside the campus buildings. You can continue your indoor activities. An update will be provided in 7 minutes."

A message will be displayed on the speaker clocks: "Hold and Secure"

Notification will also be sent via the Sheridan Alert mobile app.

#### What is the procedure to respond to a Hold and Secure?

- Stay inside the campus buildings.
- You may continue your regular indoor activities.
- Stay informed and follow directions.
  - Information will be shared through the emergency notification speakers every 7 minutes. Updates will also be shared through the Sheridan Alert app.
- Be prepared.
  - Emergencies can happen at any time. It's important that we have a readiness plan to respond to any situation.

During a Hold and Secure, we advise everyone to remain inside the campus buildings. You can continue your usual activities inside. No one will be prevented from leaving campus but remaining indoors is the safest option.

All exterior and interior doors that have swipe card access will have the lock activated. If you normally have access to a room, you'll continue to have access. If you don't normally have access to a room, you won't be able to enter with a *onecard*. Rooms that have swipe card access and are normally unlocked during the day, will become locked during a Hold and Secure situation.

#### What if I am outside when there is a Hold and Secure?

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## Questions & Answers

If you arrive on campus when a Hold and Secure is in progress, you will not be permitted to enter the building. You should leave campus and monitor the Sheridan Alert app and your Sheridan email for updates.

If you were already on campus but outside when a Hold and Secure is initiated, you will not be able to re-enter the building. You should leave campus and monitor the Sheridan Alert app and your Sheridan email for updates.

### **Will I be penalized for missing class or work during a Hold and Secure?**

No. If you are unable to enter campus buildings because of the Hold and Secure, you will not be penalized for missing class or work.

### **What do I do if I'm teaching a class when a message goes out alerting a Hold & Secure on campus?**

You may continue teaching. You can tell students that a Hold and Secure requires everyone to remain inside the campus buildings. Indoor activities may continue.

### **Am I responsible for the decisions of others?**

You have a duty to inform your staff about the updated procedure to ensure they understand the direction and have the chance to voice concerns. If there's a question you can't answer, contact the Safety and Emergency Management team.

In an emergency, you're not responsible for the decisions of your employees. But as you make your own choice, please encourage others to act.

### **I'm an employee with a disability. How can I be prepared for a Hold and Secure situation?**

Employees may contact [beprepared@sheridancollege.ca](mailto:beprepared@sheridancollege.ca) for individualized workplace emergency response information.

### **How will I know when the Hold and Secure is over?**

The 'all clear' message will be broadcasted on loudspeakers on the exterior grounds of our campuses. The Sheridan Alert mobile app will also issue an 'all clear' push notification. An email will be sent to all Sheridan email addresses informing people that it's safe to return.

## **Accessible Emergency Information**

If you require any this document or any Sheridan emergency procedures, plans, or public safety information in an accessible format or with communication supports, please contact [beprepared@sheridancollege.ca](mailto:beprepared@sheridancollege.ca) or 905-845-9430 ext. 2879.