

# HOLD
## In Your Room or Area

### HOLD IN YOUR ROOM OR AREA. CLEAR THE HALLS

The Hold Protocol is called when there is a situation requiring people to remain in their rooms or areas in a building for short periods of time. For example, an altercation may require keeping people out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required.

There may be a need for people who are not in a room to proceed to an area where they can remain safe and out of the way.

### PUBLIC ADDRESS

The public address for Hold is: “Hold in your room or area. Clear the Halls.” and is repeated twice each time the public address is performed. There may be a need to add directives for people who are in a location where they should remain until the hold is lifted.

“Hold in your room or area. Clear the Halls.
Hold in your room or area. Clear the Halls.”

### PUBLIC ADDRESS - RELEASE

A Hold can be released by Public Address.

“The Hold is released. All Clear.
The Hold is released. All Clear.”

### INCIDENT COMMAND SYSTEM

The Incident Command System should be initiated.

### ACTIONS

People are to remain in their room or area, even if a class is over, until the all clear is announced.

People in common areas, such as libraries or foyers, may be asked to remain in those areas or move to adjoining areas.

People outside of the building should remain outside unless otherwise directed.

### RESPONSIBILITY

Typically, office staff and campus safety teams are responsible for initiating a Hold, however anyone should be able to call for a Hold if they observe something happening that would require this action.

### PREPARATION

Campus training.

### DRILLS

Hold should be drilled at least once a year to create familiarity with the actions.

### CONTINGENCIES

People are trained that if they are not in a room they may be asked to identify the nearest room stay for the duration of the Hold.

### EXAMPLES OF HOLD CONDITIONS

The following are some examples of when a campus building might initiate a Hold:

- An altercation in a hallway;
- A medical issue that need attention;
- Large equipment delivery in a common area that requires an extra level of precaution.