

ADMINISTRATIVE PROCEDURES

SECTION: 100 – GENERAL ADMINISTRATION

CODE: AP 169.10

PROCEDURE: **HOSTAGE TAKING**

BACKGROUND

A hostage situation is any situation in which a person or persons are forced to stay in one location by one or more individuals. Weapons are usually in the possession of the hostage taker(s) and hostages are threatened with some degree of bodily harm should they not comply with the directives of the hostage taker(s). Certain demands are usually made of outside officials in return for the release of the hostages. The dynamics of a hostage situation vary greatly and no two incidents will be the same. A hostage situation should always be handled by the RCMP.

In the event of a hostage situation the following should be accomplished to maintain the safety of all students and staff.

PROCEDURES

1. Staff Response

- 1.1 Follow instructions of hostage taker.
- 1.2 Remain calm and do not panic.
- 1.3 Reassure students if they are present that everything will be okay.
- 1.4 Treat the hostage taker with respect and act as normal as possible.
- 1.5 Ask permission to speak and do not argue or make suggestions.
- 1.6 Don't intervene; allow the RCMP to negotiate.
- 1.7 If possible, notify the Principal.
- 1.8 Secure the building.

2. Administrators and/or Response Team

- 2.1 The Principal or designated individual will immediately contact the RCMP and stay on line until they arrive at the school.
- 2.2 The Principal or designated individual will assume command of the situation until the arrival of the RCMP.
- 2.3 Implement school lockdown. Appropriate actions should be taken to isolate the hostage taker and the victims under his control. It is important that no additional individuals be exposed to the hostage taker.

- 2.4 Avoid antagonizing hostage takers. Communication must be handled in a non-threatening, non-joking manner, always remembering that it may take very little cause for such people to become violent. Verbal communication utilizing active listening skills are crucial to de-escalation
- 2.5 Try not to allow additional hostages to be taken.
- 2.6 Try to contain the situation to one area if possible.
- 2.7 Evacuation: If the school needs to be evacuated it will be done under the direction of the RCMP. Students and personnel shall not go near the area controlled by the hostage taker. All individuals should proceed to a prearranged location out of sight of the building so that the possibility of injury from gunfire is minimized. Students are to remain under the supervision of the school staff.
- 2.8 Ensure that no individuals enter or re-enter the building.
- 2.9 Principal contacts Director/designate.
- 2.10 Principal prepares a written statement for staff to read to students and send to parents/guardian describing the facts known at the time and procedures for accessing support as needed.
- 2.11 Principal works with crisis team to initiate grief counselling plan as determined by need and severity of the situation.
- 2.12 Complete an incident report and file in the Principal's office.

Date Issued: November 21, 2007

Date Revised: May 31, 2016