

Emergency Management in Schools

Pulaski County Schools
Substitute Guide

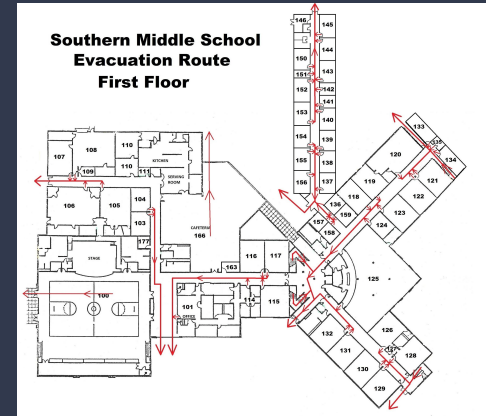
Introduction

- School Emergencies are unexpected and can take on many forms.
- While there isn't a "perfect" answer to every emergency, planning and practice can help mitigate disasters.
- The 6 types of emergencies we'll be looking at are:
 - Fires/Evacuations
 - Reverse Evacuations
 - Earthquakes
 - Tornadoes/Severe Weather
 - Lockdowns
 - Hold in Place



When you get to school...

- Ensure that you have a way to lock the classroom door. **Effective July 2019, it is state law that ALL classroom doors MUST be locked during instruction time.** If you don't have a key to lock the door, notify the school administrators or School Resource Officer.
- Familiarize yourself with the school maps that are posted in each classroom near the door. There should be a map for the Fire/Evacuation Plan and the Tornado/Severe Weather Plan.



Fire/Evacuation

- An Evacuation is used when conditions inside the school are not safe, and occupants need to leave the building.
 - This could be due to a fire, gas leak, or some other kind of emergency.
 - If the fire alarm goes off:
 - Gather the class roster and identify the evacuation route indicated on the Fire/Evacuation Map posted in the classroom.
 - Line your students up near the door and prepare to evacuate, but DO NOT evacuate yet.
 - While you do this, administrators are assessing the alarm. Within moments, a PA announcement will be made instructing you to either **proceed with the evacuation** or **go into a Hold In Place** (covered later in this presentation).
 - If the evacuation route is free of any threats, continue slowly and calmly with the evacuation. Classroom doors should remain open in case a Reverse Evacuation is needed (this is covered later in this presentation).
 - Before exiting exterior doors:
 - Look, listen, and be aware of the environment outside.
 - If everything outside appears to be safe, proceed by directing your students outside.
 - Continue to maintain situational awareness while outside.
 - Take roll, and notify an administrator of any missing students.
- ***If you detect fire/smoke, proceed with the evacuation even if the announcement has not been made*****

Reverse Evacuation

- It may be necessary to perform a “reverse evacuation,” which is used when students are outside the building and conditions are found to be unsafe.
- Conditions may be deemed “unsafe” due to weather, a dangerous person, or some other external factor.
- A Reverse Evacuation could take place immediately after an Evacuation has taken place, or during recess or any other time that students are outside.
- A Reverse Evacuation could be ordered by any staff who detects danger outside of the building while students are outside.
- In this case, direct your students back into the school and follow the route you took when you left the building.
 - Once inside your room, ensure the door is locked. Depending on what made the conditions outside unsafe, you may now need to go into a lockdown (this is covered later in this presentation).
 - Take roll once again, and contact the office if you are missing any students.
 - Stay in this position until you receive further instructions.

Earthquake (Drop, Cover, Hold)



- An announcement will be made over the school PA, instructing staff and students to go into an earthquake position. If you feel the building shake, do not wait for the announcement; get into position!
- Stay in this position until told otherwise, either through PA announcement or in person by an administrator.
- Everyone **DROP** to their knees.
- Keep your head down and seek **COVER** under a desk or table.
- **HOLD** on to the desk/table to ensure it stays over you to protect you.



Tornado/Severe Weather

- When the announcement is made:
 - Escort your students to the location designated on the Tornado/Severe Weather Map posted in each classroom.
 - Once at the indicated location, instruct students to get on their knees facing the wall, tuck their head down and cover it with their arms.
 - Be sure that students are away from exterior doors and windows.
 - Stay in this position until instructed otherwise.



Lockdowns

- Lockdowns are used to protect students and staff from inside or outside violence, such as active shooters, violence in the community, or any kind of intruder.
- When the lockdown announcement is made (or if you hear gunshots or some other noise that indicates imminent danger), there are a few crucial steps you must take quickly.
- In a lockdown DRILL, you are only required to make sure the door is locked, the door window is covered, the lights are off, students are moved to the back corner of the room along the same wall as the door, and students are quiet. You will stay in this position until an announcement is made to release.
- The steps that follow are what to do in the event of an ACTUAL lockdown situation.

*****Remember, ALL classroom doors are required by law to be locked during instructional time (anytime students are in the classroom)*****

Lockdowns

- When the lockdown announcement is made (actual lockdown, not a drill), these are the steps that must be taken:
 - Turn off the lights and direct all students to go to the back corner of the room along the same wall as the door.
 - If the door window is not covered, there should be material on the door to cover it. If for some reason that material (fabric, paper, poster, etc.) is not there, you can cover it quickly with paper and tape.
 - If your students are old enough and able, have them assist you in barricading the door. This can be done by stacking desks, shelves, cabinets, etc. against the door. This makes the door much more difficult to breach (especially because you've already ensured that the door was locked at the start of class!)
 - Even doors that open outward toward the hall are able to be effectively barricaded from the inside.
 - Once the barricade is in place, have students return to the back corner of the room along the same wall as the door.
- In an actual lockdown, stay in position until law enforcement comes to your room and releases you. If there are any announcements made telling you that the lockdown is over, ignore them.

Examples of Barricades



Lockdowns

- All Pulaski County Schools staff have received training on how to perform a lockdown.
- At each school, staff were given 30 seconds to barricade an unlocked door before the “assailant” tried to gain entry. At every school, entry could not be made into the room, even though the doors were left unlocked for demonstration purposes.
- Even doors that opened outward were able to be barricaded in such a way that the “assailant” could not effectively enter the room. They would have to divide their attention to taking down the barricade, which would allow those on the inside to act against the assailant.
- Traditionally, active shooters want to inflict the most amount of casualties in the least amount of time. Barricades and locked doors take time to overcome (if it’s even possible) and therefore serve as an excellent deterrent.
- In the history of the United States in a K-12 school, no one has ever been killed behind a locked door during an active shooter event.
- Until the Parkland, FL shooting in 2018, no one had ever been injured behind a locked door in the United States in a K-12 school.
- Keeping your classroom door locked isn’t just the law, it is crucial to the safety of everyone inside.

Hold In Place

- A Hold In Place is utilized when there is no threat to the safety of staff or students, but mobility within the building needs to be minimized.
- These are commonly used during medical emergencies when an ambulance has arrived at school for a staff member or student, and we don't want students to be in the way of the EMTs and/or gurney.
- A Hold In Place can also be used when there is a drug-detection K9 in a school, because student movement in the halls could distract the dog.
- When a Hold In Place is announced, class can go on as usual.
- Students are not permitted to leave the room.
- If it's an emergency (need to go to the bathroom or nurse), contact the front office and they will advise what to do.
- Most times, a Hold In Place does not last very long.
- A Hold In Place is lifted via PA announcement.

Conclusion

- Remember that ALL classroom doors MUST be locked during instruction time (i.e. when students are in the room).
- If you ever have any questions regarding emergency procedures at a school, please notify a school administrator or that school's School Resource Officer.
- If you are completing this presentation outside of school and have a question, please direct it to Safe Schools Coordinator Wanda Absher (wanda.absher@pulaski.kyschools.us) or School Resource Officer Tyler Brummett (tyler.brummett@pulaski.kyschools.us)
- A short test will follow this presentation. If needed, you can view this presentation again at anytime.
- Thank you, and be safe!