

Emergency Management in Schools



Substitutes Guide
2025-2026



Introduction

- School emergencies are unexpected, unpredictable and can take many forms.
- No one can be fully prepared for everything that may happen, but planning and practice are essential to determining how people will react in a crisis or emergency
 - Think of safety first
 - Use common sense and training
 - Act quickly and calmly
 - Be factual and hold emotions in check when dealing with students and the community
 - Do not call or text unauthorized personnel regarding an incident until school releases information to the public

Accidents at school

Staff Actions:

- Report accident to principal, office; call 911 if warranted
- Provide for immediate medical attention (first aid) including performing necessary life-sustaining measure (cpr, aed, etc.), until training emergency medical services arrives
- For relatively minor events, have students taken to office or school nurse for assistance

Universal Emergency Procedures

1. Evacuation
2. Reverse evacuation
3. Severe weather
4. Shelter in place
5. Lockdown
6. Hold in Place
7. Drop, cover and hold

Evacuation: For use when conditions outside are safer than inside

When the alarm is sounded WAIT for instructions to confirm evacuation procedures

- A map showing evacuation route/s should be located near the door
- Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous) Primary and Secondary routes are posted in each classroom.
- Take class roster for student accounting
- Assist those needing special assistance physically or emotionally
- Do not stop for student/staff belongings
- Go to designated Assembly Area (see Subfolder for your class area)
- Check for injuries
- Take attendance; team up with teacher that has the Raptor App to report accordingly
- STAY CALM and QUIET. Wait for further instructions
- DO NOT TEXT OR CALL UNAUTHORIZED PERSONS REGARDING INCIDENT

Reverse Evacuation: For use when conditions inside are safer than outside

When the announcement is made:

- Move students and staff inside as quickly as possible
- Assist those needing special assistance physically or emotionally
- Report to classroom
- Check for injuries
- Take attendance; report any discrepancies to front office if safe and possible
- STAY CALM AND QUIET
- Wait for further instructions
- DO NOT TEXT OR CALL UNAUTHORIZED PERSONS REGARDING INCIDENT

Severe Weather: For use in Severe Weather Emergencies

When the announcement is made or alarm sounds:

- A map showing your designated shelter area should be next to the classroom door
- Take the closest and safest way to shelter area as posted (use secondary route if primary route is blocked or hazardous) Primary and Secondary routes are posted in each classroom
- Close all doors
- Occupants of portable classroom shall move to the main building to designated safe areas.
- Take class roster for student accounting
- Do not stop for student/staff belongings
- Check for injuries
- Take attendance; team up with teacher that has the Raptor App to report accordingly
- Remain in safe area until the “all clear” is given
- Wait for further instructions

Shelter in Place: For use in Chemical Release scenarios

When the announcement is made:

- Turn off HVAC Systems if controls are in your classroom
- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location
- Assist those needing special assistance physically or emotionally
- Close and tape all windows and doors and seal the gap between bottom of the door and the floor (chemical release)
- Take attendance; report any discrepancies to front office if safe and possible
- Do not allow anyone to leave the classroom
- Stay away from all doors and windows
- STAY CALM AND QUIET. Wait for further instructions

Lockdown: For use to protect everyone from potential dangers in the building

When the announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom
- If unable to get into a room safely, “run” to a secure area or out of the building if you are not near the threat.
- Assist those needing special assistance physically or emotionally
- Lock all windows. Lock and barricade doors, do not leave for any reason
- Cover windows on doors with provided material and turn off lights
- Stay away from all doors and windows and move yourself and students to interior walls and drop.
- STAY CALM AND QUIET
- If threat enters classroom, use “swarm technique” or throw things at the perpetrator to distract and defend
- Wait for Law Enforcement to open door with key. (During a drill, “all clear” will be announced)
- DO NOT TEXT OR CALL UNAUTHORIZED PERSONS REGARDING INCIDENT

Hold in Place: For use to protect everyone from potential dangers in the building

When the announcement is made:

- Check hallway for students around your door and notify them to go back to their class
- Report any missing students from your classroom to the office
- Only allow students to move through the building with supervision of an adult
- Movement in the building may be fully restricted
- Class can continue – however no one exits the class until “all clear” has been announced

Drop, Cover and Hold: For use in earthquake or other imminent danger to the building or immediate surroundings

When the announcement is made:

- DROP – to the floor, take cover under a nearby desk or table and face away from the windows
- COVER – your eyes by leaning your face against your arms
- HOLD – on the table or desk legs, and maintain present location/position
- Assist those needing special assistance physically or emotionally
- STAY CALM AND QUIET
- Wait for further instructions

Conclusion:

- Remember Kentucky state law requires 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 Kent Mayfield (kent.mayfield@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!