emc INSURANCE

Keeping insurance human®

Teacher crisis response plan

 Emergency contacts — Page 2

 Evacuation — Page 3

 Lockdown — Page 4

 Exterior lockdown — Page 5

 Clear the halls — Page 6

 Reverse evacuation — Page 7

 Off-campus evacuation — Page 8

 Shelter in place — Page 9

School name: _____

Last updated: _____

Emergency contacts

Crisis management team

Individual	Phone number	Cell number	Pager number

Medical emergency response team

Individual	Phone number	Cell number	Pager number

Media guidelines

All media requests should be referred to superintendent or district Public Information Officer.



Evacuation

When to evacuate
Evacuate when there is a threat of violence, a gas smell or leak, fire, explosion, or other situation where leaving the building is the safest option.

Important: If the evacuation is due to a threat of violence or a gas smell/leak, do **not** use radios, cell phones, fire alarms, or light switches.

What to announce:
The principal or desginee should announce:

"Attention, please. We need to evacuate the building. Teachers should take their students to their designated assembly area. Please bring your class roster and take a headcount once you arrive."

What to do
- Instruct students to evacuate using designated routes and report to assigned assembly areas
- If time permits, close classroom doors and turn off lights
- If the primary exit is blocked, use an alternate route
- In inclement weather, allow students to grab outside apparel if it is safe to do so
- Bring class rosters, phone lists, and classroom Go-Kit materials
- Take attendance at the assembly area; note any missing students who are in other activities or services (band, choir, etc.)
- Display a **green status card** if all students are accounted for, or a **red status card** if someone is missing or injured
- Report missing or injured students or staff to the incident commander or designated staff
- Remain at the assembly area until further instructions are given
- Do not release students to parents or allow them to leave on their own; student release will follow the reunification plan (if release is unavoidable, document it on your roster)

Students and staff with disabilities
- Individuals who cannot descend stairs unassisted should go directly to the designated evacuation staging areas shown on building floor plans
- Designated staff should report to these staging areas to coordinate evacuation
- Students and staff with disabilities must never be left unattended
- Students or staff with mental, visual, or hearing impairments should be assisted by their designated aide or teacher

Lockdown (internal threat)

When to lockdown
Initiate lockdown when there is a threat of violence inside the building, including an intruder, weapon on campus, hostage situation, shots fired, or serious assaultive behavior.

Note: Evacuation may be appropriate if a secure lockdown is not possible or if escaping the threat is safer than sheltering.

What to announce:
The principal or designee should announce:

"Attention, please. We are experiencing an emergency situation and need to lockdown the school immediately. Students and staff should go to the nearest classroom or office. Teachers, lock your doors and keep students inside until further notice. Disregard all alarms and bells unless advised otherwise."

What to do
- Clear hallways near your room by bringing everyone inside, if possible
- Individuals not in classrooms (gym, cafeteria, bathrooms, etc.) should seek the nearest available shelter area
- Lock doors, turn off lights, and cover hallway-facing windows
- Move students and staff away from doors and windows
- Have everyone sit against an interior wall and remain quiet
- Do not respond to anyone at the door; emergency responders or administrators will unlock doors as needed
- If there is an immediate life-threatening situation inside your room, exit to a safer location if possible
- Ignore bells and alarms unless instructed otherwise
- Take attendance and be prepared to report missing students or additional individuals sheltering in your room
- Remain in lockdown until emergency personnel or crisis response team members personally release your room

If outside the building
- Teachers should move students to the designated off-campus assembly area or evacuation site
- If movement is not possible, find cover as a group or lie flat on the ground



Exterior lockdown

When to secure the building
Used when there is a potential threat outdoors or in the surrounding community, such as an unauthorized person near the building, a disturbance on school grounds, or a community incident.

What to announce:
The principal or designee should announce:

"Attention, please. We have been advised of a security situation in the community and need to secure the school. Please secure all exterior doors immediately. Teachers should continue normal classroom activities, but no one will be allowed outdoors."

What to do
- Close and lock all exterior doors and windows, and close window shades
- Continue normal classroom activities unless directed otherwise
- Cancel or move all outdoor activities indoors
- Do not allow students or staff to leave the building or travel between buildings
- Account for all students and adults; report any missing individuals to administration
- Staff not supervising students should report to the office for assignments, including monitoring entrances
- Remain in exterior lockdown until administration announces the situation is resolved
- Students will not be released at the end of the day until the exterior lockdown has ended



Clear the halls

When to clear the hallways
Used when hallways must be cleared and movement limited due to situations such as a medical emergency, animal in the building, disruptive behavior, or a drug or weapons search.

What to announce
The principal or designee should announce:

"Attention, please. We need to clear all hallways immediately. Please go to the nearest room and stay there until further notice. Disregard all alarms and bells."

What to do
- Bring any students or staff from the hallway into your room
- Keep students in the classroom, close the door, and continue teaching or working
- Individuals not in classrooms should go to the nearest available room
- Stay out of hallways and common areas
- Account for all students and adults and report any missing individuals to administration
- Bells for class changes will be turned off or disregarded
- Staff not supervising students should contact the office for direction
- Remain in clear-the-halls status until administration announces it has ended; students will not be released at the end of the day until the situation has been resolved



Reverse evacuation

When to move back inside
Used when conditions outside are unsafe and it is safer to be inside the building. Threats could include an armed individual outside the building, hazardous material spill, disturbance on school grounds, or a community threat such as a bank robbery or escaped prisoner.

What to announce
The principal or designee should announce:

"Attention, please. We need to implement a reverse evacuation. There is a security situation outside the building, and everyone must return indoors immediately. Anyone already inside should remain inside until further notice."

What to do
- Move students back into classrooms or safe areas using the closest entrance
- Cancel all outdoor activities
- If returning inside is unsafe, notify the principal and relocate to the designated assembly area or off-campus site
- Take attendance and report any missing students to administration
- Close and lock all exterior doors and windows
- Assigned staff should monitor entrances as directed
- Staff not supervising students should report to the office for assignments
- Remain in reverse evacuation or exterior lockdown until emergency personnel or the crisis response team announces resolution
- Students will not be released at the end of the day until the reverse evacuation has ended



Off-campus evacuation

When to evacuate off site
Used when students and staff must relocate to a pre-designated off-campus site due to safety concerns such as a threat of violence, hazardous material spill, or utility outage.

What to announce
The principal or designee should announce:

"Attention, please. For safety reasons, we are evacuating off site to [location, address]. We will implement the family reunification plan from that location."

What to do
- Take class rosters, phone lists, and emergency Go-Kits
- Move students to the designated staging area or directly to the relocation site as directed
- Take attendance and account for all students
- Display a red status card if students are missing or injured, or a green status card if all students are accounted for
- Maintain control of your group at all times
- Ensure students and staff with special needs are assisted—request help if needed
- Follow instructions from the family reunification site commander; you may be asked to assist with site operations

Family reunification
The family reunification process ensures that students are safely accounted for and released to approved parents or guardians following an evacuation.

What to do
- Provide reunification staff with your student roster upon arrival
- Identify and report any missing students
- Ensure students and staff with special needs are supported
- Follow all instructions from reunification center staff; you may be asked to assist

Shelter in place

When to shelter in place
Used to keep students and staff safely inside the building during emergencies such as severe weather, chemical spills, radiation release, or exterior gas leaks.

What to announce
The principal or designee should announce:

"Attention, please. We are experiencing an emergency situation and need to implement shelter-in-place procedures. Students and staff should move to designated shelter locations. Anyone outside should immediately move to an interior shelter area. Disregard all alarms and bells."

What to do
- Move students to designated shelter or emergency-specific safe areas
- Close classroom doors and bring class rosters and phone lists
- Gather individuals from hallways into the nearest shelter location
- If outside, move students to the nearest interior safe area
- Relocate students from mobile classrooms to shelters in permanent structures
- Account for all students and adults and report missing individuals when possible
- Disregard class change bells
- Remain in shelter until administration or emergency responders give further instructions
- If evacuation is ordered, follow directions from emergency personnel or the crisis response team

Disclaimer: This material is designed and intended as general information only. This form was not drafted by an attorney and is not intended, nor shall be construed or relied upon, as specific legal advice.

©Employers Mutual Casualty Company 2026. All rights reserved. RC5970 (9-26)