



School Safety and Disaster Plan

Evansville Community Phone Numbers

For any emergency	911
Evansville Police	(812) 436-7896
Poison Control	(800) 222-1222
Vanderburgh County Sheriff	(812) 421-6200
Missing Children Hotline	(800) 843-5678
Indiana State Police	(812) 867-2079
Child Protective Services	(800) 800-5556
St. Vincent Hospital	(812) 485-4000
American Red Cross	(812) 471-7207
Deaconess Hospital	(812) 450-5000
Emergency Management	(812) 435-6020
Electric & Gas Interruptions	(800) 227-1376
Vanderburgh Health Department	(812) 435-2400

Evacuation Procedures

Administrator Responsibilities

- Signal an evacuation from the building by using fire alarm or intercom
- Involve other staff as necessary
- Call 911 (Evansville Police: (812)436-7896 or Vanderburgh Co. Sheriff (812) 421-6200.
- Announce to staff/students to go to their respective Evacuation site
- Ensure office area is empty prior to leaving the building

Staff Responsibilities

- Take emergency bag
- Follow evacuation routes posted in the room unless otherwise advised
- Close room doors when leaving the room
- Take record/attendance roster
- Assist with building evacuation by checking bathrooms, etc
- See that special needs students are physically assisted
- Take roll
- Report missing student(s) ASAP to Administration
- Remain with class and await further instructions from Administration

PM Custodial Responsibilities

- Same as *Administrator Responsibilities*
- Call Maintenance Supervisor for further direction

Weapons on School Property

Follow these procedures within the building whenever you know or suspect a student may have a weapon in locker, vehicle, or anywhere else on school property

Administrator Responsibilities

- Declare “Lock Down” if the situation appears to be threatening the safety of the building
- Call (911) (Evansville Police Department (812)436-7896 or Vanderburgh Co. Sheriff (812)421-6200
- Determine if reasonable suspicion exists to search for a weapon. If so, have a witness with you during the search
- If a weapon is found, isolate the area and do NOT touch the weapon. Police will secure if for evidence

Staff Responsibility

- Notify the Administrator in charge ASAP
- If a weapon is found, isolate the area and do not touch the weapon. Police will secure for evidence
- Do not attempt to approach or confiscate
- Await further instructions from the Administrator in charge

PM Custodial Responsibilities

- Identify the problem and the location
- Declare “Lock Down” if the situation appears to threaten the safety of the building
- Call 911
- Call an Administrator for further direction

Medical Emergency/Multi-Casualties

Administrator Responsibilities

- Call (911) (Evansville Police Department (812)436-7896 or Vanderburgh Co. Sheriff (812)421-6200
- Report to the scene. Secure and isolate the area
- Have staff trained in First Aid/CPR respond to the area to assist
- Assign an individual to meet and escort the emergency medical responders to the scene
- Notify parent/guardian
- Provide police/EMT emergency information
- Accompany the student/staff to the hospital if parent/guardian cannot be there

Staff Responsibilities

- Evaluate the accident scene. Isolate and secure the area
- Direct any unaffected persons to a safer and secured area
- Call (911) (Evansville Police Department (812)436-7896 or Vanderburgh Co. Sheriff (812)421-6200
- Notify the Administrator in charge. Advise of the number of injured, situation, and location
- If the scene is safe, proceed to the victim and assess the severity of the injury
- Stabilize the victim. Administer First Aid
- Assist the emergency medical responders
- If the scene is not safe, wait for EMS

PM Custodial Responsibilities

- Same as *Staff Responsibilities*

Death on a School Site

(Natural causes, accidental, suicide, or homicide)

Administrator Responsibility

- Identify the problem and the location. Secure and isolate the area.
- Call (911) (Evansville Police Department (812)436-7896 or Vanderburgh Co. Sheriff (812)421-6200
- Assist the police in locating and identifying possible victim(s) and suspect(s)
- Assess whether the suspect(s) can be safely isolated/detained
- Secure emergency information on the victim(s)/suspect(s), if possible
- Provide the police/EMS with emergency information

Staff Responsibility

- Identify the problem and the location. Secure and isolate the area
- Call (911) (Evansville Police Department (812)436-7896 or Vanderburgh Co. Sheriff (812)421-6200
- Notify the Administrator-in-Charge ASAP
- If possible, calmly remove students from the area
- Discourage discussion amongst students
- Wait for the police/EMS responders to arrive
- Identify students in need of immediate support

PM Custodial Responsibility

- Same as *Staff Responsibilities*

Covid - 19 Information

Day to Day Tasks

- Students and staff will have temperatures checked prior to entering the building each day. If students/staff have a temperature of 100.3 degrees or above, they will not be allowed to enter the building.
- Students/staff will be required to wear a mask entering and exiting the building as well as in areas where social distancing can not be maintained(hallways, restroom, etc.) Masks are not required in the classroom unless close contact is needed.
- Large gathering areas such as the gymnasium, auditorium, and cafeteria will not be utilized throughout the day.
- Lunches will be eaten in the classroom each day using disposable trays.
- Playground structures will not be used during recess time. Each class will get a cleanly sanitized bag of items to play with at recess. This will be sanitized at the end of each day.
- Classrooms, offices, equipment, and masks will be sanitized and cleaned throughout the day and at the end of each day.
- **School Day Procedures(Subject to change throughout the year)**
 - Students and staff MUST wear a cloth mask in common areas - arrival, dismissal, hallways, restrooms, main office, etc.
 - Students will be expected to maintain social distancing in all areas of the school building.
 - The school cafeteria, auditorium, gymnasium, and outside playground equipment are off limits during this time. Lunches will take place in classrooms using disposable trays.
 - Prior to entering the school building, students and staff will have their temperatures checked by a touchless thermometer.
 - If a student/staff member has a temperature at or above 100.4 will not be allowed in the school building.
- **Medical Information**
 - It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.
 - If a person knowingly has Covid 19 and has symptoms, that person may return to school after 14 days from the first symptom
 - If a person tests positive for Covid 19, but does not show symptoms, that person may return to school after 14 days of the test.
 - Any student or staff member who has been in contact with another student/staff member that has tested positive for Covid-19, they too must quarantine for 14 days.

Joshua Academy Bomb Threat

Bomb Threat Received

- When a threat is received, obtain as much information as possible. Record, document, and preserve any evidence
- Activate Crisis Team
- Call (911) (Evansville Police Department (812)436-7896 or Vanderburgh Co. Sheriff (812)421-6200
- Notify the Administrator-in-Charge ASAP
- Evaluate the risk as low, medium or high, and respond accordingly
- Search hallways, lockers, common areas, and the exterior of the building.
- Determine if evacuation is appropriate

Fire/Arson

Administrator Responsibility

- Evacuate the building by using the fire alarm
- Take the To Go Kit
- Call (911) (Evansville Police Department (812)436-7896 or Vanderburgh Co. Sheriff (812)421-6200
- Contact the Maintenance Supervisor the address the problem
- Assist in evacuating the building
- Establish a common post for first responders, if necessary
- Assist the fire department with locating the utilities
- Ensure the building is fully evacuated
- If students/staff need to evacuate campus, evacuate to the designated site
- Signal an “**All Clear**” when appropriate
- Notify the custodial staff to recharge/replace the fire extinguishers when appropriate

Staff Responsibilities

- Activate the fire alarm
- Notify the Administrator-in-Charge ASAP
- Follow the evacuation procedures:
 - Take the emergency To Go Bag
 - Take record/attendance books, if possible, and close your classroom door.
 - Reassemble your students at the designated area
 - Take roll call
 - Report missing student(s) ASAP to the Administrator-in-Charge
 - Await further instructions from the Administrator-in-Charge
 - Re-Occupy the building when “**All Clear**” is announced

PM Custodial Responsibilities

- Evacuate the building by using the fire alarm
- Call (911), give the specific location of fire, if known (Evansville Police Department (812)436-7896 or Vanderburgh Co. Sheriff (812)421-6200
- Assist the fire department in locating the utilities. If arson is suspected, inform responding police and fire personnel.
- Re-occupy the building when given the “**All Clear**”

Evacuation Procedures – Students with Disabilities

Administrator Procedures

- Have a copy of each special needs student(s) evacuation plan(s) in the office
- Ensure that copies of the plan are provided for each of the teachers who have said student(s)
- Prior to drills taking place, ensure the teacher of the student is aware to prepare for the drill

Staff Responsibilities

- Ensure each staff member who has the student(s) have read the evacuation plan
- Teacher of Record shares the plan with each staff member who will be in charge the student(s)
- Teacher of Record updates this plan yearly at the students' Annual Case Review

Nuclear Contamination/Nuclear Blast

On - Site Protocols

1. The administration team will initiate a SOFT Lock Down.
2. Call 911.
3. Staff members should attempt to establish an adequate barrier or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion. Move students away from exterior windows.
4. After the initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid, and relocate students from upper floors if possible.
5. Turn off the school's main gas supply, local fans in the area, lock doors and windows, shut down all buildings' air handling systems, seal gaps under doors and windows with wet towels or duct tape, seal vents with aluminum foil or plastic wrap, and turn off sources of ignition, such as pilot lights.
6. Monitor radio or television announcements and initiate further action as appropriate.
7. Do not declare an All Clear until the City HazMat or appropriate agency provides clearance.

Off Site Protocols

1. If there is a chemical or nuclear spill in an area which allows for the ability to evacuate students, students will be evacuated to the House of Prayer Church 2 blocks away from the school.

Chemical Spill

Off-Campus Evacuation is Required

1. Notify all building occupants of the chemical spill over the public address system
2. Initiate evacuation to the House of Prayer Church
3. Call 911
4. Establish a management post at the off-site evacuation site
5. Gather lists of unaccounted for students from staff members
6. Identify location of classes at the evacuation point to facilitate student pick up
7. Maintain contact with police and emergency personnel

Evacuation Cannot be Made

1. Call 911
2. Require outside students or personnel to go inside the building
3. Close all doors and windows in all buildings
4. Shut down all air conditioning and ventilation units
5. Use the public address system for communicating instructions to staff and students

Lock Down Procedures

School Lockdown

1. Office staff member(s) will announce over the intercom that the building is on lockdown if there is an immediate threat to the school.
2. Communication will continue to be made to staff via the intercom on location of threat and any information as to the type of threat
3. Call 911
4. Teachers will shut and lock classroom doors. Students and teachers will barricade and latch classroom doors if threat is near their location
5. If the threat is not near the classroom and staff/students can evacuate, they will evacuate to the evacuation site

Building Secure

1. If there is a threat in the community, but not a direct threat to the school building, an office staff member will notify staff and students over the intercom that we are entering "building secure"
2. Staff members will shut and lock doors and continue on class as normal
3. Students and staff will remain in their classrooms and asked not to be in the hallway
4. Office staff will continue to communicate with local law enforcement on the threat

Student Search Policy

All lockers and other storage areas provided for student use on school property remain the property of Joshua Academy and are subject to inspection, access for maintenance, and search. A student who uses a locker has no expectation of privacy in that locker or the locker's contents (IC 20-33-8-32).

Student searches are only conducted by the principal or assistant principal. Searches of the student shall be limited to:

- A) searches of the pockets of the student, and/or
- B) any object in the possession of the student such as a purse or backpack, electronic device, and/or
- C) a pat down of the exterior of the student's clothing. Student searches which require removal of clothing other than shoes, socks, coat or jacket shall be referred to a law enforcement officer.