



P.R.E.P.

PASTORATE RELIGIOUS EDUCATION PROGRAM

CRISIS MANAGEMENT PLAN
& CONTACT NUMBERS



PASTORATE RELIGIOUS EDUCATION PROGRAM

CRISIS MANAGEMENT

2022-2023

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CONTACT NUMBERS

Emergency Contact	911 or 884-0080
Pastoral Office Peg Dispenzieri, Andy Kremer	888-544-1684
Benton Community Corporation	765-884-0850
Transportation Director, Bo Bowman	884-0143 or 337-5506
St. Elizabeth Hospital	765-502-4000
IU Med	800-899-8448
Benton Co. Child Protection Services	765-884-0120
Benton Co. Health Dept.	765-884-1728
Gas Company	800-634-3524
Electric Company	800-422-6199
EPA Hazardous-Toxic Materials	800-424-8802
Water Company	765-884-0270
State Police	800-382-7537
Indiana Road Conditions	800-261-7623
Poison Hotline	800-222-1222
Fowler-Center TWSP Fire -SAFE Place, Bill Burton	765-884-8011
Benton County Ambulance Service, Jason Fisher	765-884-1210
Benton Emergency Management, John Fields	765-884-1359
Benton Co. Sheriff's Dept. Don Munson	765-884-0080
State Police Lafayette Post #14	800-382-7537
Sheri Stembel, Local Psychologist	765-884-1506
National Suicide Hotline	800-273-TALK (8255)
Lafayette Crisis Center	211

EMERGENCY PLAN POLICY

- Crisis Team Members will be identified on an annual basis prior to the opening of school.
- The Crisis Team will meet prior to the opening of school for review and training.
- The Crisis Team will meet after the closing of school in the spring to review to update policies and procedures and address needs for the upcoming year.
- All stakeholders will be informed and have access to the Crisis Management Plan via website and hardcopy (upon request).
- The following local agencies will receive a copy of the Crisis Management Plan and a map of the school and annex.
 - -Benton County Emergency Response
 - -Benton County Sheriffs Office
 - -Fowler Town Police
 - -Fowler Fire Dept.
 - -Fowler Town Hall
- Local emergency response teams will be encouraged to tour and familiarize themselves with the school grounds and buildings.
- The designated "safe place", should there be a need to evacuate the premises, is the Fowler Fire Department, located at 107 N. Washington Ave. Phone# 884-8011.
- An Emergency Backpack is located in the office. The backpack contains; a first aid kit, a copy of the CMP including a Student Roster and School Directory, an emergency vest, radio, and small tool apparatus.
- The Emergency Backpack is to be taken by the principal, designee, or member of the Crisis Management Team.
- In the case that there is an emergency procedure at Prairie Crossing Elementary or Benton Central Jr. High/High School, Sacred Heart students will be kept at Sacred Heart and parents will be notified regarding pick-up procedures.

CATECHIST RESPONSIBILITIES

- Have knowledge of, and be prepared to implement emergency procedures.
- Stay calm; the students will mirror your attitude/actions.
- Have a complete class-roster available and be accountable for your students.
- Assume responsibility for the safety/support of your students.
- Monitor students behaviors during and after the crisis.
- Remain with students unless otherwise directed.
- Assist in documentation as needed.
- Assist other adults in close proximity.
- Refer media, pastorate and **parent communication** to Coordinator of Religious Education, Director of Evangelization, or Pastor

FIRE

Signal: Continuous Ring

- Students are to exit the building as directed on the Fire Exit Map located by the door of each classroom and in the CMP (yellow).

PS/PK & K South Door

1 & 2 West Door

3, 6, & gym North Door

4, 5, & Rm. 10 East Door

- At the sound of the alarm, students will leave rooms silently. Students may need to drop and crawl out of the room/building.
- Students are required to remain silent, to walk quickly and steadily, and to await any further instruction. The Coordinator of Religious Education will be responsible for checking the restrooms/building to ensure that all students exit the building.
- If the catechist discovers that a student is missing, immediately inform the Coordinator of Religious Education.
- The catechist's first responsibility is to the students in his/her charge at the time of the emergency.

TORNADO

Tornado Watch- issued when weather conditions are favorable for the development of severe thunderstorms called a supercell that are capable of producing tornadoes. A tornado watch therefore implies that it is also a severe thunderstorm watch.

Tornado Warning- an alert issued by national weather forecasting agencies to warn the public that severe thunderstorms *with* tornadoes are imminent or occurring.

PLAN A

If there is no time to move to the annex basement:

- Everyone remains in the classroom.
- Seek shelter behind the chalkboard, away from the door, backs to windows, in the tornado position (duck and cover).
- The Coordinator of Religious Education will be responsible for checking the restrooms/building

PLAN B

If there is ample time to move to the annex basement:

- The following announcement will be made: "Students and Catechists, move to the annex basement and assume the tornado position."
- Everyone will exit the building via the east door to the annex basement according to the Tornado Exit Plan located by the classroom doors.

K, 2, 4 , RM 10	Right side of the hallway/Outside stairway
1, 3, 5, 6	Left side of the hallway/Inside stairway
- Students are required to remain silent, to walk quickly and steadily in a single file line, and to await any further instruction.
- If the catechist discovers that a student is missing, immediately inform the Coordinator of Religious Education.
- The catechist's first responsibility is to the students in his/her charge at the time of the emergency.

LOCKDOWN

IF THERE IS NOT an immediate threat (e.g.-direction from local authorities)

- An announcement will be made via intercom or personal contact for the building and classrooms to be locked down.
- Classroom doors are to be locked immediately.
- As you lock the door, check the hallway for "stray" students. Pull these students into your classroom.
- Once doors are locked, close windows and pull blinds.
- Await further instruction.

IF THERE IS an immediate threat (e.g.-a threatening person within the building):

- An announcement using plain, clear language will be made to alert Catechists and students of the threat. The location of the threat will be included in the announcement.
- Classroom doors are to be locked immediately.
- As you lock the door, check the hallway for "stray" students. Pull these students into your classroom.
- Once doors are locked, close windows and pull blinds.
- Students are to be moved to a safe place in the classroom where they cannot be seen through door windows.
- Await further instruction.

In either situation:

Each room will be called via intercom requesting information regarding students accounted for within the classroom.

Always be prepared/aware that your classroom may be the nearest safe place for others.

BOMB THREAT

- Attempt to ask caller pertinent questions if threat is called in.
- Call 911 follow the directions of the authorities.
- Follow Evacuation Procedures if directed. Move students at least 1,000 feet away from the building.
- Notify Pastor.

CHILD ABUSE

- Any suspected child abuse **must** be reported.
- Child Abuse Reporting form **must** be completed.
- Primary person will then immediately contact Child Protective Services.
- Notify Director of Religious Education, who will then notify the Pastor that child abuse was reported.
- Notify the Diocese.

ASSAULT/RAPE

- Send someone to call authorities.
- Respond to the needs of the victim.
- Respond to the needs of students, staff, and parents.
- Monitor behaviors of students, staff, and parents.
- Refer to counseling as necessary.

ABDUCTION/KIDNAPPING/RUNAWAY

- Immediately notify Director of Religious Education.
- Follow runaway if possible. Never leave students unsupervised.
- Call 911. Follow the directions of the authorities.
- Director of Religious Education should notify the Pastor.
- Prepare a description of the student and abductor for authorities.
- Place the rest of the school under lock down. Catechists will take attendance and report any other absences. If the child has siblings at the school, those siblings will be located and kept secure with an adult.

FIGHTING

- Summon assistance via intercom, walkie talkie, or sending another adult/student.
- Do not allow another student to attempt to break up the incident.
- Disperse other students.
- Do not attempt to physically break up the fight alone.
- Wait for assistance.
- Speak in a loud and authoritative voice.
- Attempt to de-escalate the situation.
- DO NOT try to "take down" a student unless you have been trained in TCI.
- Once the fight is subdued, the students involved should be taken to separate areas/rooms and allowed time to cool down.
- Have the Director of Religious Education contact the parents/guardian

WEAPONS

- Do not panic.
- Notify the Director of Religious Education.
- Slow down/evaluate the situation.
- Attempt to isolate or contain the person.
- Call 911 if necessary

HARMING ONE'S SELF

QUESTION/PERSUADE/REFER

Anyone thought to be harming themselves or having thoughts of suicide should immediately be reported to the Director of Religious Education.

Following is an outline of the QPR process

QUESTION

Less Direct--

- Have you been unhappy lately?
- Do you ever wish you could sleep and never wake up?

More Direct--

- Have you ever thought of ending it all/killing yourself/suicide?
- Have you thought of a plan/how you would do it?

PERSUADE

Listen

- Give your full attention/Focus on the person.
- Do not interrupt.
- Do not rush to judgment or condemnation.
- Listen for the problems death by suicide would solve.

REFER

- Personally take the person to a mental health provider.
- Get the person to agree to see a professional. Make sure he/she follows through.
- Get the person to agree to seek help, even if in the future.

IMMEDIATE PHONE #'S:

National Suicide Hotline 1-800-273-TALK (8255)

Lafayette Crisis Center 1-765-423-CALL (2255)

2nd National Suicide Hotline 1-800-SUICIDE (784-2433)

Sheri Stembel, Psychologist 1-765-884-1506

PANDEMIC INFLUENZA

- The Pastorate Religious Education Program will be proactive in avoiding the spread of the disease; washing hands, desks, materials, etc.
- The Pastorate Religious Education Program will follow the directives of the local Health Department, the State Health Department, IDOE, and the Diocese of Lafayette as they pertain to the local situation.

ACCIDENT/INJURY/ILLNESS

- Contact an administrator or office personnel immediately.
- Initiate first aid until help arrives.
- Disperse crowd.
- Contact parent/guardian.
- Designate an individual to accompany the victim to the hospital if necessary.
- Complete an accident/injury report.
- Inform staff/students as necessary.

EXPOSURE TO BODILY FLUIDS

- Always use plastic gloves when touching blood or other bodily fluids.
- Avoid touching the outside of contaminated gloves. Slip off inside out.
- Discard used gloves or any other contaminated materials in a lined bucket.
- Wash hands thoroughly using soap and running water for at least 15 seconds.
- Dry hands with a paper towel and discard.
- Turn off the faucet with a clean paper towel.
- The Director of Religious Education will ensure safety disposal of materials.

ALLERGIC REACTIONS

SYMPTOMS

- Gasping for breath
- Wheezing
- Tingling sensation
- Itching & tightness of throat
- Hives
- Swelling
- Loss of consciousness
- Itching
- Abdominal cramps
- Vomiting

Follow procedures as listed on the individual student's Registration Form

USUAL PROCEDURE

- If symptoms continue and an Epi-Pen is available, administer immediately and call 911.
- If not, call 911 and transport immediately.

CPR

- Carefully position the person flat on their back;
- tilt the head back and lift the chin;
- listen and look for breathing.
- Instruct someone to call 911
- Instruct someone to retrieve the defibrillator, located in Rm. 10 by the kitchen door.
- Ask others to get back/leave the area.
- Pinch the nose and give the person **two full breaths** to produce a visible chest rise.
- Place your hands in the center of the person's chest; place one hand on top of the other and with elbows locked press the heel of your hand into the chest.
- **Give 30 chest compressions to every two full breaths;**
- Repeat until defibrillator arrives.
- Follow defibrillator instructions until medical assistance arrives.

STROKE

THREE QUESTIONS TO ASK TO IDENTIFY A STROKE:

- 1 Ask the person to SMILE. (Identifies facial weakness.)
- 2 Ask the person to RAISE BOTH ARMS AND KEEP THEM UP.
(Identifies arm weakness.)
- 3 Ask the person to SPEAK A SIMPLE SENTENCE.
(Identifies speech problems.)
- 4 Call 911.