

# INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## Staff Alertness Policy

### Policy O-17

Employees, contractors, and volunteers while on duty are expected to 1) be alert to ensure student, staff, and visitor health, safety and well-being and 2) respond by taking necessary prudent actions such as evacuating students according to fire, tornado, or other disaster procedures; calling fire or paramedic personnel; and implementing other interventions to protect individuals and property from possible dangers, threats, or unsafe conditions or situations. To be alert and responsive to dangerous and hazardous situations that threaten the health and safety of students, employees, contractors, and volunteers shall remain awake while on duty. Sleeping on duty is defined in this policy as gross misconduct per Indiana State Personnel Rules and Discipline Policy and therefore constitutes grounds for dismissal of ISBVI employees.

The ISBVI Board directs the ISBVI Superintendent to ensure that ISBVI staff, contractors, and volunteers comply with this policy consistent with state policy or statutory requirements by:

- 1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Staff Alertness serving notice to staff and volunteers and clearly delineating their responsibilities, expectations, and procedures under this policy;
- 2) Providing ISBVI staff, contractors, and volunteers with written notice and documenting their receipt of these documents by obtaining their signatures;
- 3) Affording initial and periodic on-going training to ISBVI staff, contractors, and volunteers on the ISBVI Board Policy on Staff Alertness and accompanying ISBVI Administrative Directives and Procedures.

### ISBVI Policy O-17

**Approved:** 1/11/10

**Revised:** 8/5/11

**Reviewed and Approved:** 1/11/10, 10/21/13, **8/20/18**

**ISBVI Superintendent:** \_\_\_\_\_

\_\_\_\_\_ **Date**

**ISBVI Board Chair:** \_\_\_\_\_

\_\_\_\_\_ **Date**