

PLAN FOR RESPONDING TO EMERGENCIES DURING THE SCHOOL DAY

In the event of a serious emergency during the school day, when the ill/injured person cannot report to the nurse's office, faculty and staff members should dial **x 204 or x 205**.

If unable to reach a nurse immediately, hang up and dial x 114 for the Welcome Center and state your emergency. Nurse's can also be contacted via radio, channel # 1.

All staff/faculty that have students outside of the building or outside of their respective classroom/vocational area where a telephone is not available shall have a radio with them at all times. Radios will be available in the Athletic Director's office for physical education/health faculty and the main office for academic/vocational teachers.

The staff/faculty member should:

- **State the name and age of person if known**
- **State the type and extent of illness/injury**
- **State the location of the ill/injured person ***
- **Stay with the ill/injured person until the nurse arrives**
- **Assist nurse with crowd control**

***IF IN THE VOCATIONAL AREAS OUTSIDE OF B BLOCK, SEND A STUDENT TO THE CAFETERIA TO MEET THE NURSE.**

***IF IN ACADEMIC AREAS, SEND A STUDENT TO THE ELEVATOR TO MEET THE NURSE**

THE NURSE WILL RESPOND TO PROVIDE IMMEDIATE FIRST AID CARE TO THE ILL/INJURED PERSON.

If emergency transport and/or further care by emergency medical personnel is required, the nurse or designee will:

- **Activate EMS by radio or dialing 911**
- **State the age and gender of the ill/injured person**
- **State the nature and extent of the illness/injury**
- **Notify Security and SRO to direct EMS to the appropriate location**
- **Notify Administrators of the event.**

Radio contact between the nurse's, security and school administrators will be maintained as needed and appropriate.

New Bedford EMS response time per their Service Care Plan is 10 minutes 90% of the time.

AEDs are located in the Field House (2) and the main building outside of the nurse's office. Units are portable and easily accessible. The units are inspected and maintained on a regular basis by Zoll and Phillips Company Representatives in cooperation with the Facilities Manager.

The **Assistant Principal** will be the initial administrator contacted during an emergency. He/she will contact the **Vocational and Academic Principals** who will determine, based on the nature of the emergency, additional individuals to be notified. A list of relevant contacts, including telephone numbers is included.

American Heart Association BLS will be offered to all staff/faculty annually.

All staff/faculty trained in American Heart Association BLS or American Red Cross CPR/First Aid is trained to use the AED.

A safety review of the building and grounds is conducted monthly by the Facilities Manager and academic/vocational administrators.

A safety committee meets at regular intervals to review relevant issues as well as injuries that have occurred. Injury reviews include safety compliance as well as prevention issues. Documentation of how and where an injury occurs is maintained in the school nurse's office.

EMERGENCY CONTACTS

Superintendent/Director	Linda Enos	Ext. 283/275
Vocational Principal	Robert Watt	Ext. 674/396
Academic Principal	Rosanne Franco	Ext. 670/261
Assistant Principal	Warley Williams	Ext. 277/286/Radio Ch# 1
Dean of Freshman	James O'Brien	Ext. 381/384/Radio Ch# 1
Cluster Coordinators	Mike Frey	Ext. 263/208/Radio Ch# 1
	Ted Haggerty	Ext. 291/128/Radio Ch# 1
	Joanne Romanelli	Ext. 267/153/Radio Ch# 1
	Guy Shepard	Ext. 113/304/Radio Ch# 1
	Steve Walker	Ext. 632/196/Radio Ch# 1
Coordinator of Guidance and Pupil Personnel	Jimmy Owens	Ext. 790/740
Security	P.Gwodz/B.Kosboski	Ext. 272/286/Radio Ch# 1
SRO	Leanne Fisher	Ext. 611/Radio Ch# 1
New Bedford Trauma Response Team		508 996-3154
Employee Assistance Program		508 990-0777

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