



# BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL

207 HART STREET, TAUNTON, MASSACHUSETTS 02780-3715

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## Medical Emergency Response Plan updated September 1, 2021

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Contact Person for the School Plan: Assistant Director/Principal

### Overview:

The Bristol-Plymouth Regional Technical School has developed this Medical Emergency Response Plan in consultation with members of the school community, including the crisis committee, school nurse, school athletic team physician, coaches and trainers, local medical and other emergency responders, and other community partners. The purpose of this plan is twofold:

1. To reduce the incidents of life-threatening emergencies, and
2. To promote efficient responses to such emergencies.

The complete Plan is available throughout the school in the Crisis Response Plan flip chart. Protocols that include specific actions to take in case of any emergency have been posted in classrooms, locker rooms, gymnasium, and cafeteria and provided to key staff. The complete Plan will be modified as needed and updated whenever there are physical changes to the school campus, including new construction. The plan is reviewed each year by the crisis committee. The Plan will be submitted to the Dept. of Elementary and Secondary Education every three years.

### I. Rapid Communication System

Key personnel in the building, including administration, the school nurse, the maintenance/custodial personnel, and the front office, have access to two-way radios that can directly access the main office. There is a school-wide public address (PA) electronic system comprising microphones, amplifiers, loudspeakers, and related equipment installed within the interior and exterior of the building. There are two phones designated in the building (one at the reception desk and one in the main office) that access the school's PA system through an access code.

To prevent injuries and accidents on school property, the school district follows Occupational Safety and Health Administration (OSHA) guidance. The safety committee members perform safety inspections in all areas of the building each school year. Safety guidelines are posted in all classrooms. Science, career/vocational technical education, physical education, as well as athletic trainers and coaches educate students on specific safety precautions and injury prevention measures relevant to their disciplines.



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## II. Link With Community Emergency Responders

School administration in the district maintains ongoing relationships with the city's fire, police, and emergency management departments as required under the Multi-hazard Evacuation Plan, developed under section 363 of Chapter 159 of the Acts of 2000. Bristol-Plymouth works closely with emergency services and a clearly defined routine is established and implemented without difficulty in emergency situations. The city's EMS personnel have assisted in establishing a rapid communication system linking all parts of the school campus; determining response times to all parts of campus; and providing a specific methodology for directing EMS personnel to an ill or injured person(s) when they arrive in response to an emergency call for assistance. In the event of an emergency, an administrator or designated staff member will meet the first responders and will have two-way radio communication to coordinate the direction of the emergency personnel.

## III. Emergency Response Time

Every room in the building has a telephone and all administrators and key personnel have two-way radios. Every staff member has access to a telephone line or radio to reach the school's switchboard in the main office to call 911. The emergency medical service response time to Bristol-Plymouth Regional Technical School is approximately ten to fifteen minutes, as the city encompasses 48.5 square miles.

## IV. Contact Information

The school maintains and regularly updates its list of key faculty and staff telephone extensions and a phone tree that indicates when each individual is to be contacted during a medical emergency and their respective roles, such as directing EMTs, providing first aid, supporting students, and providing class coverage. This resource information is available on the school's website, in the superintendent's administrative assistant's office, and in the school nurse's office.

The school maintains an updated list of community-based providers that includes names and phone numbers of mental health professionals who can provide long- and short- term mental health services on campus following incidents and emergencies. This resource information is available in the student services department.

A school administrator or school nurse will contact the parent(s)/guardian(s) of students and emergency contact persons for faculty and staff if the student, faculty, or staff person has a medical emergency. The school maintains a list of names and phone numbers of parents/guardians, updated at the beginning of each school year, who should be contacted in case of a medical emergency concerning a student. The school maintains a list of names and phone numbers of faculty and staff members' homes and gives faculty and staff members an option to provide a name and number of who should be contacted in case of a medical emergency. Additionally, all staff and students' contact information are available through the school's software management program, X2 Aspen, which can be accessed through any Internet connection.

## V. Safety Precautions

Prior to the opening of school, the Supervisor of Buildings, Grounds, and Transportation, the city's building inspector and a representative from the fire department conduct a walkthrough of each building.

## VI. FIRST RESPONDERS

**Purpose:** To identify trained staff members who can work together quickly and efficiently and to assist the school nurse in handling an emergency situation in the school. An emergency situation is one that requires immediate medical attention. Conditions that are acute and have the potential to threaten life, limb or vision are addressed in the medical providers orders. The need for an emergency response team and general protocols are:

1. To have a known plan of response for an acute emergency.
2. To have a team trained in CPR who can respond to the call.
3. If the victim is unconscious, they will be assessed for cardiac and respiratory arrest and will receive CPR as necessary to sustain life until EMT's and an ambulance arrive.



4. To be able to initiate the plan and follow through until the ambulance arrives in the event the nurse is not in the building.

## VII. Setting Up the Program:

- A. CPR is required for all response team members. Response team members will meet to review the procedures for handling emergency situations at least once during the school year.
- B. The Principal will invite the school nurse to conduct staff meetings/training to review procedures with staff. Team members should arrange for coverage of their classroom in the event they are called on to respond to an emergency. It will be up to each team member to secure coverage, in advance, so that they are free to respond. Team members who are not directly involved in CPR or administering first aid will assist by taking notes (recording vital signs, times and sequence of events) directing students, parents and staff away from the area clearing the way in the case of such an event.

## VIII. Procedures to Follow in an Emergency Situation:

The school's Medical Emergency Response Protocols are posted in every area in the building in the form of a Crisis Response Plan Flip Chart.

In case of a medical incident, the school staff will immediately:

- Contact the school nurse and the main office and give the name of the person.
- Escort an injured person who is ambulatory to the school nurse's office or notify the school nurse if the person cannot be moved.
- Main office personnel will ensure that designated individuals are directed to remain with the injured or ill person until medical assistance arrives.

The school's medical response will proceed as follows:

- The nurse will assess the condition of the person(s) to determine the category of injury, illness, or condition. The nurse will call on the radio for administrative support (Units 2, 3, & 10 or all units). The nurse will provide immediate care for the student or staff member.

When an injury, illness, or condition is determined to be potentially life-threatening or disabling, the school nurse will inform an administrator who may instruct the main office personnel, if they are assisting at the scene, to:

- If possible, use a landline or cell phone, and Call EMS (911) or (508) 823-5000 (quicker response time) and provide the location of the injured or ill person and available rescue equipment.
- Activate the medical emergency contact list to use designated school staff in their respective roles.
- Direct designated school personnel to remain stationed at the specific location on campus where the medical incident occurred and greet emergency responders upon arrival, providing updates on the situation.
- Notify the parent/legal guardian of the student or the emergency contact for faculty/staff and inform him/her that the person is ill or has been injured and is being transported to a medical facility if the information is known at the time of the call.

All faculty and staff must adhere to the following during all medical incidents:

- Standard precautions must be followed at all times.
- Avoid moving the ill or injured person, unless there is more danger if left there.
- Remain with the person until assistance arrives and remain calm.
- Administrators disperse bystanders.

Faculty and staff who are involved in school-related activities, outside of regular school hours, have been trained in the medical emergency response protocols and keep a copy of the protocols with them during all school-sponsored activities and events. The protocols identify who is to be contacted during activities outside of the regular school hours.



## **IX. 911 Calling Procedure:**

- They will ask if you want fire, police, or medical.
- State that you are calling from Bristol-Plymouth Regional Vocational School, 207 Hart St., Taunton, MA, and the nature of the emergency (Example – 16-year-old male student with head injury and loss of consciousness).
- Tell them what entrance they will be going to (Example – the gym link or exterior door number) and tell them someone will meet the ambulance and direct them where to go.
- Call for maintenance personnel (Example – Unit 11 or Scott) and tell them an ambulance will be coming onto the grounds.
- An administrator or nurse will call the parent/guardian and explain the nature of illness or injury and where the student is being transported to.
- A copy of the student’s emergency card will be sent with the student.

## **X. Examples of Emergency Situations that Require Immediate Attention, but are not limited to:**

- Cardiopulmonary arrest
- Shock (hypovolemic, anaphylactic, cardiogenic)
- Severe respiratory distress or failure
- Cervical spine compromise
- Spinal cord injury
- Severe medical problems, such as diabetic complications
- Poisoning or overdose
- Acute seizure state
- Chest or head injury with prolonged loss of consciousness
- Altered mentation
- Severe pain in significant location (chest, abdomen)
- Caustic chemical spills in the eyes
- Breathing emergencies
- Choking
- Anaphylaxis
- Poisoning
- Large burns
- Severe blood loss
- Injuries with severe pain or deformity
- Imminent threat to self or others

## **XI. Medical Emergency Response Drills**

The school conducts a medical emergency response drill in coordination with school lockdown/evacuation drills and fire drills. The principal or designee will ensure that the Plan is reviewed regularly, after each drill, and revised as necessary based on evaluation results to improve response effectiveness. The School Resource Officer (SRO) assists with the coordination of these drills.

## **XII. Cardiopulmonary Resuscitation (CPR) and First Aid**

Bristol-Plymouth has a number of faculty who are CPR instructors. All of these instructors are certified by the American Heart Association. Key personnel are CPR/AED certified. Certified classes are also offered to many students, including those who are in technical programs where CPR certification is necessary, e.g. Early Childhood Education, Community Health, Culinary Arts, Dental Assisting, and Practical Nursing.



An updated list of staff names and contact information who are trained in First Aid and CPR, as well as in AED use, will be available and included as part of the Plan. This list will be available in the main office, nurse's office, athletic director's office, and shared with all administrators. The school will provide regular opportunities for staff to be trained in CPR, AED, and first aid. In addition, Epi-pen training will be provided for staff.

### XIII. Automated External Defibrillator (AED)

The Plan identifies the total number of Automated External Defibrillators (AEDs) devices and the location of these devices in the school and in other buildings/areas outside of the main school building.

Bristol-Plymouth Regional Technical High School nine (9) portable AEDs. They are located in the foyer, nurse's office, athletic trainer's room, gymnasium, LPN program (separate building), Community Health/Dental hallway (separate building), outside of the Silver Platter Restaurant, cafetorium, and the Early Childcare program (separate building). A list of school personnel and volunteers who are trained in AED use is also posted in the main office, nurse's office, athletic director's office, and shared with all administrators as a part of the Plan.

Only persons trained and certified in the American Heart Association Heartsaver Program may have access to and use the AED during regular school hours. The school nurse is responsible for checking and documenting the status of the AEDs according to the manufacturer's recommendations.

## MEDICAL EMERGENCY RESPONSE PLAN

### BRISTOL-PLYMOUTH REGIONAL TECHNICAL HIGH SCHOOL

#### Contact Information

Employee	Extension	Employee	Extension
Nurse	106	Asst. Director/Principal	101
Main Office	127	Pupil Services Administrator	137
Program Administrator	128	Vocational-Technical Coordinator	152
Guidance Coordinator & SAC Office	205	Special Services Coordinator	114
Academic Coordinator	153	Nursing Programs Coordinator	241
Supervisor of Buildings/Grounds/Transportation	336	Assistant Principal	206

#### AED DEVICES

Total No. of Devices	Location of Device
<b>9</b>	Foyer – near disciplinarian's office
	Gymnasium and Sports' Trainer's office in Trainer's Equipment Bag
	Nurse's office
	Practical Nurse Program Building
	Community Health/Dental Building
	Silver Platter Restaurant - Entry way
	Cafetorium
Early Childhood Education Building	

### XIV. MEDICAL EMERGENCIES DURING THE SCHOOL DAY

**IN A MEDICAL EMERGENCY: CONTACT THE NURSE IMMEDIATELY at x-106**

OR

**Contact the main office x-127 and ask that the nurse be called (Unit 6) on the radio.**



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## First Aid Trained Staff

Name	Extension	Name	Extension
Ann St. Germain	106	Pia Fortin	332
Lisa Medeiros	106	Dawn Lynch	348
Tom Rodrigues	309	Cheryl Carlsen	349
John Parris	453	Amanda Abbott	249
Roger Saraiva	182	Marni Cuniff	265
Joyce Contois	245	Amy Newman	494
Matt Murray	180	Bridget MacDonald	495
Elizabeth Travis	176	Nadine Rudek	493
Marci Rippel	179	Tracy Brett	352
Laura DeCastra	245	Karen Pacheco	245
Lisa Melo	240	Maureen Rocha	245
Jennifer Kelly	245	Cynthia Stone	245

## CPR Certification Instructors

Name	Extension	Name	Extension
Pia Fortin	332	Dawn Lynch	348
Cheryl Carlsen	349		

## CPR TRAINED STAFF WITH AED – \*Expired on 6/13/2020 (during COVID-19 school year)

Name	Extension	Name	Extension
Elise Abbott*	427	Ann St. Germain	106
Kristen Aber*	353	Lisa Medeiros	106
Amy Cohen*	114	Cheryl Carlsen	349
Kristopher Garcia*	421	Joyce Contois	245
Matt Girard*	230	Tom Rodrigues	309
John Medeiros*	444	John Parris	453
Naomi Hall*	116	Roger Saraiva	182
James Pelrine*	438	Maureen Rocha	245
Marcie Rippel*	179	Matt Murray	180
Melanie Shaw*	137	Elizabeth Travis	176
Ken Sutcliffe*	153	Marci Rippel	179
Andrea Trottier*	205	Tracy Brett	352
Tarsha Veiga*	243	Amanda Abbott	249
Lindsay Lopes*	187	Marni Cuniff	265
Sean Wessen*	416	Amy Newman	494
Nadine Rudek	493	Bridget MacDonald	495
Laura DeCastra	245	Karen Pacheco	245
Lisa Melo	240	Jennifer Kelly	245
Cynthia Stone	245		

## CPI RESTRAINT TRAINED STAFF will require a refresher course

Name	Extension	Name	Extension
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Glenn Lopes	328
Lisa Medeiros	106
Mark Mosher	206

## EPIPEN TRAINED STAFF

Name	Extension	Name	Extension
Ann St. Germain	106	Tom Rodrigues	309
Lisa Medeiros	106	Amanda Abbott	249
Dawn Lynch	348	Marni Cuniff	265
Cheryl Carlsen	349	Amy Newman	494
Kate McChesney	278	Bridget MacDonald	495
Maureen Rocha	245	Nadine Rudek	493
Pia Fortin	332	Joyce Contois	245
Laura DeCastra	245	Karen Pacheco	245
Lisa Melo	240	Jennifer Kelly	245
Cynthia Stone	245		

## Federal Emergency Management Assistance (FEMA) Trained

Name	Extension	Name	Extension
Karen Guenette	101		

## XV. MEDICAL EMERGENCIES AFTER SCHOOL HOURS

For assistance with first aid or other emergency assistance including the administration of an Epi-pen, refer to the Athletic Trainer.

**IF EMERGENCY MEDICAL SERVICE (EMS) IS NEEDED, DIAL 911 DIRECTLY.** However, some emergency phone numbers that would be helpful should you be in a situation after hours or on the weekends here at school and require assistance. If you have an emergency that would warrant an ambulance/police and you are using a cell phone, rather than call 911 you can call **(508) 823-5000**. That will bring you to the emergency dispatcher at the police station. Should you need someone on our facilities/security staff on the weekends the cell # to call is **(508)272-7363**. Lastly, if you just want the custodian on the in-house phone system, you can call \*350. *Please note that you need to put the \* before the 350.*

