

Medical Emergency Response Plan

Date: November 2018

Contact Information

District:	Essex North Shore Agricultural & Technical School District
Superintendent:	Heidi T. Riccio, Ed.D.
Email:	hriccio@essextech.net
Phone:	(978) 304-4700 ext 7100
School:	Essex North Shore Agricultural & Technical School District
School:	Essex North Shore Agricultural & Technical School
Address:	565 Maple Street, Hathorne, MA 01937
Contact Person:	Shannon Donnelly, Principal
Email:	sdonnelly@essextech.net
Phone:	(978) 304-4700 ext 3113

Method for Establishing Rapid Communication

- Contact the nurse in the event of a medical emergency during the school day using one of the following options:
 - Dial the Nurse directly at phone extension 3118.
 - For personnel who do not have phone access, they can utilize their 2-way radio to contact the Nurse via **channel three**.
 - Providing information to the Nurse:
 - Name and location of the emergency
 - The condition of the person(s) involved
 - The first aid treatment initiated
 - Directions to the emergency scene and closest access point.
- Nurses will have access to a school vehicle in order to address emergencies that take place outside the main building.
- All school personnel is empowered to call 9-1-1 if they believe that there is a life-threatening emergency from a school phone.
 - Providing information to the EMS Dispatcher:
 - Name and location of the emergency
 - The condition of the person(s) involved
 - The first aid treatment initiated
 - Directions to the emergency scene and closest access point.
 - Personnel should always notify the nurse at extension 3118 after calling 9-1-1.
 - When a school phone dials 9-1-1 the crisis team will automatically be notified of the room location.
 - If a school phone and two-way radio are not available, dial 9-1-1 from a cellular phone, then notify the school nurse at (978) 304-4700 extension 3118.



Medical Emergency Response Plan

Direct Lines for First Responders:

- Danvers Police: (978) 774-1212
- Danvers Fire: (978) 774-2424
- Middleton Police: (978) 774-4424 (for Middleton baseball field only [abutting Sheriffs Dept.])
- Middleton Fire: (978) 774-2466 (for Middleton baseball field only [abutting Sheriffs Dept.])

Emergency Medical Service Response Times

Based on former response times, Danvers Fire & Rescue respond in approximately three (3) minutes and Cataldo Ambulance Service in less than nine (9) minutes. Please see the school map for further details.

Procedure for Guiding Emergency Medical Services (EMS) to Location of Incident

Once the Main Office is notified of the emergency and that EMS has been called, staff will await their arrival at the entrance closest to the emergency on Route 62 and direct EMS to the location. The person(s) awaiting the arrival of the EMS Personnel will be wearing an orange vest or carrying a(n) orange flag(s).

Medical Emergency Response Plan

Building Identification

North Campus - Main Building

- A - Animal & Plant Science
- B - Technology & Services
- BB - Automotive
- C - Main Administration / Restaurant
- CC - Gymnasium & Locker Rooms
- D - Life & Natural Sciences
- DD - Fish Barn
- E - Construction Technology
- EE - Carpentry, Landscape, and Masonry

East Campus - Farmstead Buildings

- F - Equine Barn
- G - Maintenance Garage
- H - Turf Field, Pressbox, & Bleachers
- I - Athletic Storage
- J - Concessions
- K - Team Locker Rooms
- L - Livestock Barn
- M - Arboriculture
- N - Riding Arena
- O - Hay Barn
- P - Mower/Equipment Storage Garage
- Q - Small Animal Building
- R - Farmstand
- S - Storage Greenhouse
- T - Farm Storage (*on hill*)

South Campus - Administration

- 1 - Smith Hall
- 4 - McNamara O'Shea Science Building (*unoccupied*)
- 8 - Larkin Cottage (*unoccupied*)
- 9 - Auxiliary Gymnasium / Ropes Course
- 45 - Gallant Hall (daycare location)

Medical Emergency Response Plan

Contacts & Telephone Numbers

Main Number 978-304-4700

Shannon Donnelly	Principal	Ext 3113
Marnie Ryan	School Nurse	Ext 3118
Nicole Mulloy	School Nurse	Ext 3119
Kathleen Holman	RN on Staff	Ext 7106
Matthew Brucker	Athletic Trainer	Ext 3014
Krista Marcoulier	RN on Staff	Ext. 4112, 4116, 4114, 4104
Amanda Saylor	RN on Staff	Ext. 4112, 4116, 4114, 4104
Unelia Videira	RN on Staff	Ext. 4112, 4116, 4114, 4104

Routine Safety Precautions for Classrooms, Career Areas, & Facilities

- General Areas (hallways/cafes/gymnasium/library media center/perimeter of property)
 - Recorded Video Surveillance
 - Clearly Marked Locations
 - Maps In Lobby Area And Stairwells
 - All Exterior Doors Locked - Accessible Via Key Card or Front Desk
 - (2) Roaming Security Officers
 - ID Badges Worn By All Personnel & Students
 - Single-button Lockdown System & Safe Room
 - Fire Extinguishers And Fire Pull Stations
 - Multiple AEDs
 - Lobby Guard Visitor Check-in System
 - Lockable Access Gates
 - Knox System Accessible Pad Locks
 - Fire Extinguishers
- Classrooms
 - Evacuation Plan For Fire Drills and Off-campus Evacuations
 - Crisis Plan Flip Chart
 - Standard Precautions Training
 - Eyewash Stations and Body Showers In Science Labs

Medical Emergency Response Plan

- **Career & Technical Areas**
 - Evacuation Plan For Fire Drills And Off-campus Evacuations
 - Crisis Plan Flip Chart
 - Career Area Specific Uniform
 - Required Safety Glasses and PPE - where applicable
 - Emergency Shut-offs - Where Applicable
 - First Aid Kit - Where Applicable
 - Eyewash Stations And Body Showers - Where Applicable
 - OSHA Training
 - Shop-specific Safety Training

Location of Automated External Defibrillators (AED)

Location of FIXED Devices

- Main Cafeteria
- East Academy Dining
- West Academy Dining
- Maple Street Bistro
- Upper E Hallway
- Animal Science Building Lobby
- Smith Hall Lobby (South Campus)
- BB Building - Automotive
- EE Building - Construction
- Gymnasium
- Alumni Gymnasium (South Campus)
- Athletic Trainer
- Fitness Center
- Turf Field Stadium
- Danvers 2 Baseball/Softball Field
- Middleton Baseball/Softball Field

Location of PORTABLE Devices

- Matt Brucker, Athletic Trainer (on-person)

Medical Emergency Response Plan

Staff Training

Staff Trained in CPR

- School Nurses - Nicole Mulloy, Marnie Ryan
- Bus Drivers
- Health Assisting Program Faculty
- Dental Assisting Program Faculty
- Paul Crofts
- Matt Brucker, Athletic Trainer
- Athletic Coaches
- Wellness Instructors (certified trainers)
 - Julia Witzig
 - Greg O'Brien
 - Chris Gogolos
 - Mike Murphy

*Training will be offered to staff during the year.

Staff Trained in Emergency Protocol

- School Nurses - Nicole Mulloy, Marnie Ryan
- Kathleen Holman
- Matt Brucker
- All Athletic Coaches

Staff Trained in First Aid

- All Bus Drivers
- All Athletic Coaches
- Athletic Trainer - Matt Brucker
- School Nurses - Marnie Ryan, and Nicole Mulloy
- Health Assisting Program Faculty
- Dental Assisting Program Faculty
- Kathleen Holman
- Wellness Instructors (certified trainers)
 - Julia Witzig
 - Greg O'Brien
 - Chris Gogolos
 - Mike Murphy

After School Hours

- All Bus Drivers
- All Athletic Coaches
- Athletic Trainer - Matt Brucker

Staff Trained on Epi-Pen Administration

- All Staff

Medical Emergency Response Plan

9-1-1 Protocol

All school personnel will, at their discretion, be empowered to call 9-1-1 should they believe that there is a life-threatening emergency directly from their school phone.

1. For life-threatening emergencies call 9-1-1 from a school phone, then notify the nurse at extension 3118.
2. If you do not have access to a school phone, radio the nurse on channel 3 for assistance.
3. If a school phone and two-way radio are not available, dial 9-1-1 from a cellular phone, then notify the nurse at (978) 304-4700 extension 3118.

If there is an injury after school, during athletics or student activities, please call:

- Athletic Director Farah Lalli (413) 262-5886
- Activities Coordinator Jennifer Skane (978) 766-0369
- Athletic Trainer Matt Brucker (518) 222-9049

For any other incidents, call the Main Office (ext 1010)

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