

**Medical Emergency Response Plan  
Blue Hills Regional Technical High School**

Blue Hills has a 2-way radio communication system for during and after school activities. Selected personnel have a radio and will report to a designated area in the event of an emergency. If an All-Call is necessary during or after school hours, Blue Hills has a system in place in which all staff is notified of the type of emergency and how to respond.

**TO CONTACT THE NURSE IN A MEDICAL EMERGENCY; CHOOSE ONE OF THE FOLLOWING:**

Dial the nurse directly (Joan Gainey) at ext. 288 or 311 for an emergency

Call the following staff who will notify the nurse.

Ms. Fama	Ext 261
Ms. Pica	Ext 235
Mr. Cavanaugh (Dean)	Ext 222
Ms. Rossetti (Principal)	Ext 261

In a life-threatening medical emergency or for immediate police assistance. Dial 0 directly from all classroom phones for the security booth operator who will call 911.

In all cases, be prepared to state your name, victims' name, location and nature of emergency.

If student behavior is escalating, notify administration (extensions above) and request Dean of Students and/ or another Administrator immediately. See next page for additional staff trained in conflict resolution.

**LOCATION OF AUTOMATED DEFIBRILLATOR DEVICES (AED)**

Blue Hills has 6 fixed locations and 1 Portable for AED Devices.

- In the Pool Area
- In the Wellness Center
- Outside the Chateau
- Outside the Computer Tech/ IT Offices
- In the Nurse's Office
- In the front main hallway outside the Admissions Office

\*The Trainer has a portable AED Device which he/she keeps with them\* EPI-PENS are located in Nurse's office.

**EMERGENCIES AFTER SCHOOL HOURS**

For assistance with first aid or administration of Epi-pen, please refer to list of trained staff listed below. For life threatening emergencies or immediate police assistance, please call 911.

If there is a sports injury after school, call the ATHLETIC TRAINER by Radio.

## **EMERGENCIES DURING SCHOOL HOURS**

The following is a list of Blue Hills Staff willing to help out in an emergency and may be contacted by calling their extension directly or the main office (261) and having them paged:

<b>CPR Trained</b>	<b>Ext</b>	<b>First Aid Trained</b>	<b>Ext</b>
Joan Gainey (Nurse)	311	Joan Gainey (Nurse)	311
Jamie Arnstein	Radio	Jamie Arnstein	Radio
Ed Catabia	781-258-3988	Ed Catabia	781-258-3988
Tom Cavanaugh	222	Tom Cavanaugh	222
David Tapper	297	David Tapper	297
Jill Rossetti	261	Jill Rossetti	261

### **EPI-PEN Trained**

Joan Gainey (Nurse)	311
Jamie Arnstein	Radio
Elaine Couto	295

### **Trained in Physical Restraint**

James Fitzmaurice	377
Tom Cavanaugh	222
Jamie Arnstein	Radio

### **Emergency Medical Services**

When necessary Emergency (fire, police, ambulance, & EMTs) Services will be called to the school. Emergency Services will be directed by authorized staff members to the place of the emergency. Each one of these authorized staff members has a radio for communication.

Estimated response times for police, fire and EMTs are 3 to 5 minutes

### **Post Emergency Support**

Should any of our staff or students at Blue Hills require any post-emergency support; the Director of Student Services and the school nurse will make available the appropriate names of professionals and/or experts which will provide necessary services.

Director of Student Services	Angelo Dimitrio	Ext 215
School Nurse	Joan Gainey	Ext 288

## GENERAL SAFETY RULES AND REGULATIONS

1. To be a safe worker, a student has responsibility to his/her family, himself/herself, his/her fellow workers to kept in mind constantly the phrase, "safety first".
2. Most personal injuries are a direct result of carelessness, either on the part of the injured person or on the part of a fellow worker.
3. One of the most important steps in practicing safety is to learn the proper use and care of tools and equipment and to respect them.
4. Some types of carelessness that seem to be of minor importance, but frequently cause injuries, are the misuse of equipment, the failure to keep them in good working condition and the setting of them in improper places.
5. Students may use machines or equipment only after they have received the necessary safety instructions and pass the specific examinations with a 100 percent.
6. Students must have the permission of the Instructor to use any machines or equipment.
7. Only the student and the instructor are permitted within the defined safety zones around the machine.
8. Students must wear safety glasses where posted or when told by the instructor.
9. Students should report all unsafe equipment or unsafe conditions to the instructor immediately.
10. All accidents, no matter how slight must be reported to the instructor in charge immediately.
11. Students must wear proper uniforms and be well groomed at all times. Uniform shirts must be tucked in at all times. Shirts and pants must be in good repair with no tears, rips or excessive fading.
12. Students must practice good housekeeping, because this is an important part of accident prevention.
13. All materials, tools, or objects must be passed by hand and may not be thrown at any time.
14. Only work approved by the instructor will be allowed in the department.
15. Do not distract anyone working on a machine or in any potentially hazardous area.
16. Keep all equipment and tools used in the department sharp, clean and in safe working order.
17. Use only electrical equipment that you are familiar with and that is in good condition (I.e., no loose or broken connections, or frayed wires).
18. Tools with cutting edges or sharp points should be carried with cutting edge or sharp points downward and away from the body.
19. Use common sense when lifting; lift only things that you can handle safely.
20. Excessive noise endangers all levels of hearing, shreds our nerves and has in fact become a pollutant to our environment
21. The best way to protect from the danger of excessive noise in the work area is by using hearing protection.
22. The best way to protect from the danger of excessive noise other than in the work area is common sense.
23. Unsafe activities such as horseplay, clowning or running will not be allowed.
24. During a fire drill, all students must leave the building as quickly as possible and in a quiet and orderly manner.
25. Students riding on school buses will refrain from any conduct that may cause damage to the bus, harm others or any activity that may distract the driver.
26. During corridor passing, students must move quickly and expeditiously to their next class.
27. While using the cafeteria, students must clean up their own debris and act in a responsible manner.
28. Besides the General Safety Rules, all specific department and class rules are to be obeyed.
29. Knives of any size or kind are not to be brought to school under any condition. A violation of this rule may result in out of school suspension or expulsion.
30. Physical threats of any kind are not to be made towards a teacher or staff member. A physical threat to any teacher or staff member will result in immediate out of school suspension with the possibility of expulsion.