



Weymouth Early Childhood Center

Weymouth Public Schools

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Emergency Response Plan

All staff shall have access to phoning the main office for assistance. When taking students out on the campus for physical education or outside education, a radio must accompany the staff member in order to be able to contact the offices for help. When leaving the campus with students, a staff member must have a cellphone.

In the event of a medical emergency at Weymouth Early Childhood Center, staff will contact the main office. The office will notify the nurse and the principal.

The nurse and principal will respond to the location, first responders may make the determination to call 911, if an injured or ill party is responding wait for the nurse to evaluate before calling 911.

Office staff will respond to scene with the AED when indicated. The AED is located across the hall from the nurse's office on the wall. The AED is housed in unlocked alarmed cabinets.

When 911 is called they will be directed to the closest door to the incident, all exterior doors are numbered for this reason. A map of those doors will be located in both offices and the health office. Each classroom will have the closest door posted by the phone. A staff member will be directed to the door to wait for the ambulance to arrive and direct EMS to the scene.

Once EMS arrives staff will assist as directed.

Debriefing should occur within twenty four hours of the incident.

Emergencies taking place during extracurricular events on and away from the campus, staff in charge must have access to cellphones to dial 911. The AED is located across from the nurse's office on the wall. When the school nurse is not available after school and there is any doubt about calling 911-[CALL 911](#)

Weymouth Early Childhood Center maintains an up to date crisis team list. Professional resources are available for help with post-emergency support and are located in the main offices with the crisis team list.

CPR classes will be held for district staff monthly at the high school and can be accessed by emailing Gena O'Hara at gena.ohara@weymouthschools.org. The schedule will be determined annually in September. A list of trained staff members will be maintained by the Coordinator of Health Services and the school nurses in each building.

Teachers will review safety education with students at the beginning of each year and as needed.

This response plan will be practiced once during each semester. It will be evaluated and modified as needed, at least every year.