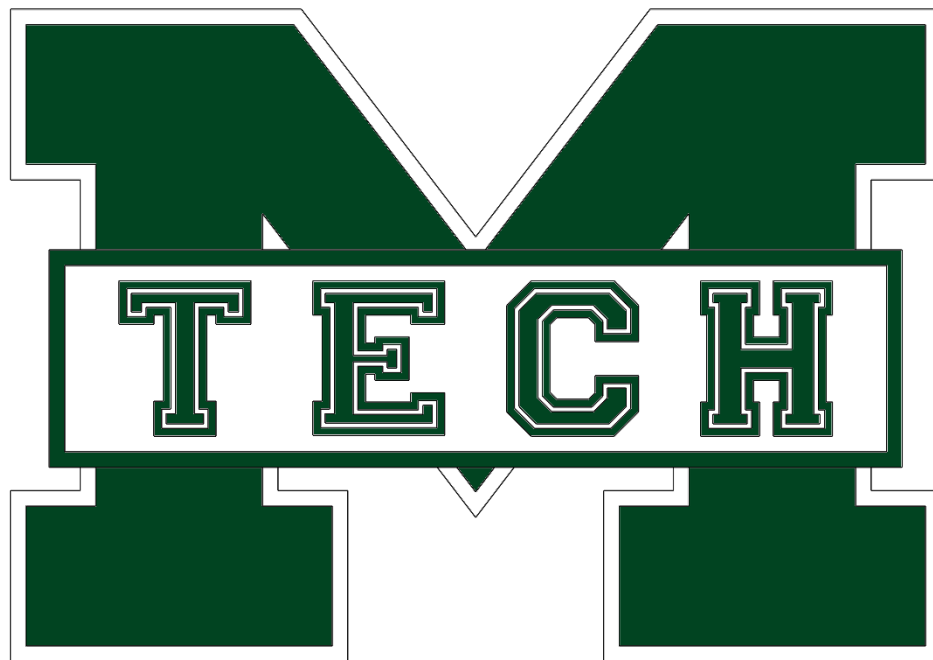


Northern Berkshire Vocational Regional School District

McCann Technical School



Medical and Behavioral Health

Emergency Response Plan

2024-2025

**NORTHERN BERKSHIRE VOCATIONAL REGIONAL SCHOOL DISTRICT
McCANN TECHNICAL SCHOOL
MEDICAL AND BEHAVIORAL HEALTH EMERGENCY RESPONSE PLAN**

The Northern Berkshire Vocational Regional School District (McCann Technical School) is committed to providing a safe environment, maintaining the facility and grounds to minimize accidents and to provide for a well-trained staff competent to execute our Emergency Medical and Behavioral Health Response Plan.

The purpose of the Plan is twofold:

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

The complete Plan has been posted in the school's main office, the school nurse's office, the guidance office, and the athletic office. Protocols that include specific actions to take in case of a medical or behavioral health emergency have been posted in classrooms, vocational settings, 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. Plans are submitted to DESE and our local fire and police departments every three years.

MEDICAL EMERGENCY RESPONSE PLAN

Safety Assessment

To prevent injuries and accidents on school property, the school district follows Occupational Safety and Health Administration (OSHA) guidance. At the beginning of each school year, key school administrators ensure safety guidelines and protocols are in place for each classroom, vocational shop, athletic program, and the school building. Safety guidelines are posted in all classrooms and vocational shops. Science, career/vocational technical education, and physical education instructors, as well as athletic directors and coaches, educate students on specific safety precautions and injury prevention measures relevant to their disciplines.

Additional safety precautions to prevent injuries are also in place in our building. Eye wash stations are installed in designated shop areas, science laboratories, nurse's office and the kitchen area. All classrooms and shop areas have phones. Fire extinguishers are available throughout the building. Appropriate electrical shut offs have been installed on equipment in shop areas and the kitchen. All students in shop areas review OSHA and safety protocols and guidelines at the beginning of each school year for their respective shop area with their instructors.

Community Emergency Responders

School leaders and administrators have ongoing relationships with fire and police chiefs as required under the Multi-hazard Evacuation Plan, developed under Section 363 of Chapter 159 of the Acts of 2000. McCann Technical School is located in close proximity to all emergency medical services. We are serviced by a 911 emergency system. Our police station is 5 minutes away or 2.93 miles from our campus, a hospital with an emergency room and an ambulance service is 7 minutes away or 3.42 miles, a larger, more equipped hospital with an emergency room is 29 minutes away or 17.78 miles. Our fire department is not a volunteer fire department and is 5 minutes away or 2.93 miles. McCann Technical School has provided maps of our campus to our ambulance service, fire department and police department.

Contact Information

The school maintains an updated list of key faculty and staff, and a call tree (Appendix IV), that indicates when each individual is to be contacted during a medical emergency and their respective roles. This resource information is available in the school's main office and in the school nurse's office.

The school's main office will contact parents/guardians 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 individuals who should be contacted in case of a medical/behavioral health emergency concerning faculty and staff. Faculty, staff, and families are directed to provide updated contact information as needed to the main office.

Cardiopulmonary Resuscitation (CPR) and First Aid Training

McCann Technical School provides training in cardiopulmonary resuscitation, first aid and AED use. These training sessions are available for teachers, athletic coaches, administration and other school staff annually, by our school nurse, who is an American Heart Association certified instructor (April 2024 - 2026). We will continue to offer recertification classes during FY24 and FY25 and ensure that new personnel are trained and certified. An updated list of CPR/AED/First Aid certified faculty/staff is kept in the nurse's office.

Automated External Defibrillators (AEDs)

The school has eight portable Automated External Defibrillators (AEDs). One is located outside the nurse's office, another is located on the cafeteria wall near the south entrance to the gymnasium and six additional AEDs are used for all athletic bus rides and to off-site athletic events. We also have added a ninth AED machine to our new HVAC building. The AEDs are located in sites that make them readily accessible for campus-wide access during school hours, after-school activities, and public events held at the school, and the number is sufficient for the size of the school. A list of school personnel who are trained in AED use is available in the school nurse's office. Only persons trained and certified in the American Heart Association Heartsaver Program may have access to and use the AED during regular school hours and after school. All 9 AEDs are serviced every 6 months by Life Support Systems and record is kept in the school nurse's office.

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.

MEDICAL EMERGENCY RESPONSE PROTOCOL

The Northern Berkshire Regional School District's medical response will proceed as follows:

- **During school hours/on school campus:**
 - In the case of a medical emergency, school staff will immediately:
 1. Contact the school nurse.
 2. If safe and medically able, school staff will escort the injured to the school nurse's office.
 3. If unsafe and/or not medically able, the school nurse will respond to the scene.
- When an injury, illness, or condition is determined by the school nurse to be *life-threatening or potentially disabling or serious or potentially life-threatening or disabling* (see Appendix III), the school nurse will inform main office personnel via radio system to:
 1. Call EMS (9-911) and provide the location of the injured or ill person and available rescue equipment.
 2. Activate the medical emergency contact list to use designated school staff in their respective roles (see Appendix I).
 3. 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. EMS response time to the school and the school's athletic fields is estimated at 7 minutes, barring unforeseen delays
 4. Notify the parent/ legal guardian of the student or the emergency contact for faculty/ staff and inform them 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.
- **If the school nurse is not in the building at the time of the medical incident:**
 1. Staff will notify the main office personnel, who will then notify the administrator in charge.
 2. The administrator will assess the situation and direct main office personnel to place the 911 call in the event of a potentially life-threatening or potentially disabling injury, illness, or condition (see Appendix III).
 3. Other steps will be taken as described above.
- If the school nurse or other medically trained individual determines that the injury, illness, or condition is **non-life-threatening** (see Appendix III):
 1. First aid and or medical services will be provided onsite, as appropriate.
 2. The school nurse will notify the involved student's parent/guardian.

- **Off campus/during school hours** medical emergency:
 1. Call 911, state location and nature of emergency.
 2. Call the operator at (413) 663-5383 ext. 106/107 to report the incident.
 3. Remain on site until EMS arrives.
 4. Principal or designee will ensure parents/guardians are notified
 5. Principal or designee will conduct after action review.

- **Athletic practice or competition** medical emergency where an EMT is not present:
 1. Call 911, state location and nature of emergency.
 2. Call the operator at (413) 663-5383 ext. 106/107 to report the incident.
 3. Remain on site until EMS arrives.
 4. Principal or designee will ensure parents/guardians are notified.
 5. Principal or designee will conduct after action review.

- **Evening or non-school times** medical emergency:
 1. Call 911, state location and nature of emergency
 2. Contact the Principal to report the incident.
 3. Remain on site until EMS arrives.
 4. Principal or designee will notify parents/guardians of incident
 5. Principal or designee will conduct after action review.

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

- Standard Precautions must be followed at all times (see Appendix III).
- 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.
- Direct other staff to manage bystanders.

BEHAVIORAL HEALTH EMERGENCY RESPONSE PROTOCOL

A behavioral health emergency is defined as an emergent situation when an individual is in need of an assessment and/or treatment in a safe and therapeutic setting.

In case of a behavioral health incident, school staff will immediately:

- Contact the school counselor;
- Offer to escort the person to the counselor's office or notify the school counselor if the person is unable or refusing to move.
- Ensure that designated individuals are directed to remain with the person until additional behavioral health assistance arrives.

The school's behavioral health response will proceed as follows:

- The school counselor will assess the condition of the person(s) to determine the category of behavioral need:
 - *Life-threatening Situation (Emergent)*: There are certain behavioral health conditions that can cause death or harm to self and others, they may require immediate intervention, medical care, and, usually, hospitalization. A behavioral emergency is defined as a situation in which a person presents as being at imminent risk of behaving in a way that could result in serious harm or death to self or others. Examples of this category include signs of self-injury, suicidal or irrational thoughts, and increased agitation demonstrated as verbal or physical threats.
 - *Serious or in need of immediate crisis intervention (Urgent)*: Signs might include inability to perform daily tasks, rapid changes in personality, mood, or behavior, signs of alcohol or substance use, history of suicide attempts or other self-harming behaviors, or significant withdrawal from friends, family members, or enjoyed activities.
 - *Non-life-threatening behavioral health need (Routine)*: These are defined as any behavioral needs that may affect the general health of a person (e.g., mild or moderate feelings of anxiety, irritability, frustration, sadness, anger, etc.). The school counselor will talk with the person and discuss with the parent/guardian recommendations for further treatment, which may include seeing a clinician from Sullivan Behavioral Health that McCann Tech contracts with, communicate with community providers, and make any necessary referrals. The school counselor may call the Behavioral Health Help Line (BHHL) 833-773-2445 for additional support coordinating services.

When in a **life-threatening situation**, the school counselor will inform main office personnel via radio system to:

- Call EMS (911) using the dedicated emergency phone line and provide the location of the person.

- Alert an administrator who will activate the behavioral emergency contact list for designated school staff in their respective roles.
- The administrator will direct designated school personnel to remain stationed at the specific location on campus where the behavioral incident occurred and greet emergency responders upon arrival, providing updates on the situation. EMS response time to the school is estimated at 7 minutes, barring unforeseen delays.
- The administrator will decide if there should be a stay in place while emergency services are on the premises.
- Notify the parent/guardian or the emergency contact of the student and inform them that the person is experiencing a behavioral health emergency and which medical facility they are being transported to if the information is known at the time of the call.

When an individual is in **need of immediate crisis intervention**, the school counselor will:

- Call the Brien Center Mobile Crisis Provider 1-800-252-0227 and provide the location of the person in need of immediate crisis support along with the relevant information, including parent/guardian contact.
- Via radio system alert administration of the situation and request additional assistance as needed.
- Notify the parent/guardian or the emergency contact of the student and inform them that the person is experiencing a behavioral health emergency and is in need of immediate crisis intervention. Inform the parent/guardian that the Mobile Crisis provider will be contacting them and will need approval to speak to their student.
- The school counselor will remain stationed with the person identified as needing crisis intervention and be prepared to greet crisis responders. If the Mobile Crisis provider experiences unforeseen delays and behavioral symptoms worsen, the school counselor or administrator can then direct the main office personnel to place the call to 911.

If the school counselors are not in the building at the time of the behavioral emergency, main office personnel will notify the administrator in charge. The administrator will assess the situation and direct main office personnel to place the 911 call in the event of a potentially life-threatening situation. Other steps will be taken as described above.

APPENDIX I

Medical Emergency Contact List

<u>Name</u>	<u>Title</u>	<u>Phone Extension</u>
James Brosnan	Superintendent	101
Justin Kratz	Principal	104
Keith Daigneault	Assistant Principal	105
Kristin Steiner	Director of Student Services	109
Meghan Kaiser	School Nurse	108
Post –event support		
Chad O’Neill	Counselor	113
Sara Avery	Counselor	114
Katie Atutis	Counselor	112
Dr. Jeremy Sullivan	School Psychologist	111

Behavior Emergency Contact List

<u>Name</u>	<u>Title</u>	<u>Phone Extension</u>
Katie Atutis	School Counselor	112
Sara Avery*	School Counselor	114
Chad O’Neill	School Counselor	113
Justin Kratz*	Principal	104
Keith Daigneault*	Assistant Principal	105
Kristin Steiner*	Director of Student Services	109
Meghan Kaiser	School Nurse	108
Dino Sookey*	SpEd Teacher	147
Rich Lincourt*	SpEd Teacher	147
Tyna Senecal*	Mathematics Teacher	131
Ken Recore*	History Teacher	134
Pat Ryan*	Carpentry Teacher	125
Sue Leclair*	CTE Teacher	146

* *CPI Nonviolent Crisis Intervention certified*

See Appendix II for Community-based Resource

APPENDIX II

Community-Based Providers

Sullivan Associates Behavioral Health
413-398-5064

Brien Center for Mental Health & Substance Abuse Services - Patrick Miller Youth Substance Abuse Program at Patrick Miller Youth Program
413-499-0412
<https://www.briencenter.org/>

Clinical and Support Options Inc. - Therapeutic Mentoring (TM) (CBHI) at Outpatient Behavioral Health Clinic (Pittsfield)
413-773-1314
<https://www.csoinc.org/family-support-services>

Berkshire Family And Individual Resources (BFAIR) - Children & Adolescent Clinical Services at Berkshire Family & Individual Resources (BFAIR)
413-664-9382
<https://bfair.org/>

Northern Berkshire Community Coalition - Youth Development Program at Northern Berkshire Community Coalition
413-663-7588
<https://nbccoalition.org/>

Northern Berkshire Community Coalition - North Adams Family Resource Center (FRC) at Northern Berkshire Community Coalition
413-663-7588
<https://nbccoalition.org/>

Massachusetts Behavioral Health Help Line- <https://www.masshelpline.com/>
Call or text 833-773-2445

APPENDIX III

DEFINITIONS

The following definitions are from the Massachusetts School Health Manual and other sources.

Automated External Defibrillator (AED)

An Automated External Defibrillator is a lifesaving device to treat victims of sudden cardiac arrest. The defibrillator is designed to quickly and easily provide an electric shock that restores the victim's normal heart rhythm.

Behavioral Health Emergency

A behavioral health emergency is defined as an emergent situation when an individual is in need of an assessment and/or treatment in a safe and therapeutic setting.

First Aid

First aid is the immediate and temporary care given to an injured or ill person.

National Institute for Occupational Safety and Health (NIOSH)

The National Institute for Occupational Safety and Health is the federal agency responsible for conducting research and making recommendations for the prevention of work-related injury and illness.

Occupational Safety and Health Administration (OSHA)

The Occupational Safety and Health Administration set and enforces protective workplace safety and health standards.

Standard Precautions

Standard Precautions are the routine use of appropriate precautions by the caregiver regardless of knowledge of germs present in the individual's blood, saliva, nasal discharges, vomit, urine, or feces. They include thorough handwashing, gloving in the presence of body fluids, and proper disposal of contaminated wastes. Standard Precautions prevent the transmission/spread of disease and protects the caregiver.

Life-threatening or potentially disabling Medical Condition

Because these medical conditions can cause death or disability within minutes, they require immediate intervention, medical care, and, usually, hospitalization. Examples of this category include airway and breathing difficulties, cardiac arrest, stroke, chest pain, and/or cyanosis.

Serious or potentially life-threatening or potentially disabling Medical Condition

Third degree burns to face and/or hands, electrocution, major multiple fractures, amputations, penetrating wounds, crush injuries, seizures and head injuries are examples of this category. These occurrences may result in a life-threatening situation or may produce permanent damage, so they must be treated as soon as possible.

Non-life-threatening Medical Condition

These are defined as any injury or illness that may affect the general health of a person (e.g., mild or moderate fever, first degree burns, stomachache, headache, insect bites, fractures, cuts).

**APPENDIX IV
EMERGENCY RESPONSE FLOWCHART**

