MEDICAL AND BEHAVIORAL EMERGENCY RESPONSE PLAN
Updated 2024

Memorial Early Childhood Center
219 N. Main Street
Middleborough, MA. 02346
508-946-2032

District Contact Information

Superintendent of Schools: Carolyn J Lyons - 508-946-2000
DERT Chairperson: Andy Dizel - 508-946-2010 x3103

Building Contact Information

MECC Principal and BERT Chairperson: Tracie Lord - 508-946-2023 x3401
MECC School Nurse: Kelly Weymouth, RN - 508-946-2023 x3408

Medical and Behavioral Health Emergency Response Plan

1. **Communication Methods**
   - 1.1. Classroom and office phones with 9-1-1 and public address capabilities
   - 1.2. Handheld radio communications
   - 1.3. Campus-wide public address system
   - 1.4. Cell phone access
   - 1.5. District-wide emergency contact list (Crisis Manual)
   - 1.6. Emergency communications or services shall
2. **Emergency Service response times to locations on school campus**
   - 2.1. School Resource Officer (SRO) on campus part time
   - 2.2. Middleborough Police & Fire Departments have estimated response time of 3-5 minutes
   - 2.3. Coastal Medical Transportation Services has estimated response time of under 5 minutes
3. **List of relevant contacts who should be notified and may help with post-emergency report**
   - 3.1. Tracie Lord, Principal and BERT Chair - x3401
   - 3.2. Kelly Weymouth, RN, School Nurse - x3408
   - 3.3. Jennifer Joyce, Administrative Assistant - x3402
   - 3.4. Carolyn Lyons, Superintendent - x3700
   - 3.5. Kevin Avitabile, Director of Student Services - x3730
   - 3.6. Jennifer Healy, Director of Special Education - x3735
   - 3.7. Steve Valerio, School Resource Officer - 508-207-2409
   - 3.8. Joe Perkins, Chief of Police - 508-947-1212
   - 3.9. Owen Thompson, Fire Chief - 508-946-2461
4. **Methods for directing personnel to emergency site(s) and rescue points**
   - 4.1. Handheld radio communication
   - 4.2. Administration team communication
   - 4.3. SRO
   - 4.4. Safety Supervisors as point person(s) on street
   - 4.5. BERT Team Response
   - 4.6. Rally points: Rear of Fire Department, Masi Field House at Battis Field
   - 4.7. Reunification point: Middleborough Town Hall
5. **Medical Emergency Response**

5.1. In case of a medical incident, school staff will immediately contact the School Nurse and the main office. When possible the ill or injured person(s) will be assisted to the Nurse's office. If the ill or injured person(s) can not be moved, designated individuals will remain with them until medical assistance arrives. Avoid moving a seriously ill or injured person unless there is a greater danger of leaving that person in place.

5.2. The Nurse will assess the condition of the person(s) to determine the severity of their condition

5.3. *Life threatening, serious or potentially disabling* conditions can cause death or disability, sometimes within minutes, and require immediate intervention. Examples include cardiac arrest, chest pain, cyanosis, anaphylaxis, impaired airway, large burns, major fractures or significant trauma. When an injury, illness or conditions is deemed potentially life-threatening or disabling, the School Nurse will instruct Main Office Personnel to act as follows:

5.3.1. Call EMS (911) using the dedicated emergency phone line and provide the location of the affected person(s), available equipment and relevant background information

5.3.2. Activate the medical emergency contact list and assign school staff to their respective roles

5.3.3. Direct designated school personnel to remain stationed at specific locations on campus, greet emergency responders, provide relevant updates and direct personnel to the incident

5.3.4. The administrator shall decide whether there should be a stay in place while emergency services are on the premises

5.3.5. Notify the parent/legal guardian of the student or emergency contact for the staff affected. Inform that person of situation and which medical facility the individual is being transported to if those details are known at the time of the call.

5.4. Non life-threatening conditions are defined as any injury or illness that may affect the general health of a person, such as mild to moderate fever, stomachache, headache, fractures, cuts, etc). The School Nurse will evaluate the incident and make decisions regarding further treatment. If the School Nurse or other medically trained individual determines that the injury, illness, or condition is non-life-threatening, first aid and or medical services will be provided onsite, as appropriate. The School Nurse may notify the parent/guardian and recommend follow-up medical evaluation or treatment as needed.

5.5. If the school nurse is not in the building at the time of the medical incident, 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 or potentially disabling injury,illness, or condition. Other steps will be taken as described above.

6. Behavioral Emergency Response

6.1. In case of a behavioral emergency, school staff will immediately contact the school counselor, clinical staff, school psychologist and/or main office. Offer to escort the person to the counselor's office or notify the counselor if the person is unable or unwilling to move. Main office personnel will ensure that designated individuals are directed to remain with the person until additional behavioral health assistance arrives.

6.2. The school's behavioral health response will proceed as follows: the school counselor, clinical staff, or school psychologist will assess the condition of the person(s) and determine the category of behavioral need.

6.3. *Life-threatening or emergent.* A behavioral emergency is defined as a situation in which a person presents at risk of behaving in a way that could result in harm to self or others, including death.Examples include signs of self-injury, suicidal or irrational thoughts, increased agitation, or demonstrated verbal or physical threats. These situations require immediate intervention and medical care. When a behavioral emergency is identified, the school counselor, clinical staff or school psychologist will instruct the Main Office Personnel to:

- 6.3.1. Call EMS (911) using the dedicated emergency phone line and provide the location of the affected person(s), available equipment and relevant background information
- 6.3.2. Activate the medical emergency contact list and assign school staff to their respective roles
- 6.3.3. Direct designated school personnel to remain stationed at specific locations on campus, greet emergency responders, provide relevant updates and direct personnel to the incident
- 6.3.4. The administrator shall decide whether there should be a stay in place while emergency services are on the premises
- 6.3.5. Notify the parent/legal guardian of the student or emergency contact for the staff affected. Inform that person of the situation and which medical facility the individual is being transported to if those details are known at the time of the call.

6.4. *Serious or in need of immediate crisis intervention*. Signs might include the 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, and activities. When an individual is in need of immediate crisis intervention. The school counselor, clinical staff, or school psychologist will inform Main Office Personnel to

- 6.4.1. Call their local Community Behavioral Health Center (CBHC) or Mobile Crisis Provider using the dedicated phone line and provide the location of the person in need of immediate crisis support.
- 6.4.2. Activate the medical emergency contact list to use designated school staff in their respective roles
- 6.4.3. Notify the parent/guardian of the student or emergency contact for the staff and inform them that the person is in need of crisis intervention.
- 6.4.4. Direct designated school personnel to remain stationed with the person identified as needing crisis intervention and be prepared to greet crisis responders. If school personnel experience unforeseen delays and behavioral symptoms worsen, they can then direct main office personnel to place a call to 911.

6.5. *Non life-threatening or routine behavioral health need*. These are defined as any behavioral needs that may affect the general health of the person, such as mild or moderate feelings of anxiety, irritability, frustration, sadness, anger, etc. Behavioral health services may be offered onsite with appropriate staff. The school counselor will talk with the person and discuss parent/guardian recommendations for further treatment, communicate with community providers, and make any necessary referrals. The school counselor may consider calling the Behavioral Health Help Line (BHHL) at 833-773-2445 for additional support.

6.6. If the school counselor, clinical staff, or school psychologist are not in the building at the time of the behavioral emergency, main office personnel will notify the administrator in

change. The administrator will assess the situation and direct main office personnel to place a 911 call in the event of a potentially life threatening situation. Other steps will be taken as described above.

7. Safety precautions in place at MECC

7.1. CPR certification
7.2. First Aid Training
7.3. De-escalation Training
7.4. Ep-Pen Training
7.5. Tiered Interventions
7.6. SEL Curriculum
7.7. Bi-Annual School-wide Safety Trainings

8. CPR/AED Program

8.1. CPR/AED training offered for staff members (DERT/BERT team and Admin)
8.2. Health and Wellness Curriculum

9. AEDs available on campus, two (2) units with locations below

9.1. MECC Main Lobby
9.2. Gymnasium Lobby

10. School Epi-Pen locations

10.1. Nurse's Office
10.2. Cafeteria

11. CPR/AED trained staff

11.1. Christine Fernandes (exp 6/25/25)
11.2. Diana Lawson (exp 6/10/25)
11.3. Leigha Trask (exp 6/20/2025)
11.4. Kelly Weymouth, RN (exp 8/28/25