

# **GREATER FALL RIVER VOCATIONAL SCHOOL DISTRICT**

## **Diman Regional Technical Institute School of Practical Nursing**



### **Safety Plan 2024-2027 (Updated July 2025)**

**Greater Fall River Vocational School District**  
**Diman Regional Technical Institute**  
**School of Practical Nursing**

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### **Safety Assessment**

To prevent injuries and accidents on school property, the Greater Fall River School District follows Occupational Safety and Health Administration (OSHA) guidance. The Greater Fall River School District also contracts with Material Safety Data Sheets (MSDS) online to maintain accurate material safety data sheets, including emergency response information on all chemicals and hazardous materials housed in the school for educational and custodial/maintenance purposes. This information is located within the Employee Handbook and on the Diman website. It is updated as needed. The School of Practical Nursing MSDS is located in a binder in the Lab.

All Diman teachers educate students on specific safety precautions and injury prevention measures relevant to their disciplines. Programs, in which students operate machinery, provide machine specific safety instruction, including safety sign-offs and documenting each student's ability to operate the machinery safely. Emergency protocols, including the location and use of emergency stop buttons, fire extinguisher, and fire pull stations are reviewed at the beginning of each year and reinforced periodically throughout the year.

### **Community Emergency Responders**

The Superintendent-Director, Assistant Superintendent/Principal, and Building and Grounds Supervisor 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.

All injuries are reported to the faculty/Program Administrator at the time of the injury or by the end of the school day. Program faculty/ Administrator determine the severity of any injury and the method of accessing medical assistance, i.e. treating on site, sending the injured person to their Health Care Provider, or activating the emergency response system.

All classroom and instructional areas have both intercom and internal phone systems for rapid communication.

### **911 Access**

Phones in all administrative offices, Lab rooms, and academic classrooms have an outside line for 911 emergency calls.

### **Contact Information**

The district maintains an updated list of faculty and staff phone numbers and email addresses via the school-based information system ASPEN. This information is also available in the Administration, Program, and Superintendent's offices.

In addition, DRTISPN maintains official records of student Emergency Contact forms. These forms are securely filed in the Administrative Office, and copies are distributed to clinical instructors to ensure accessibility in the event of an emergency at a clinical site. In the event of a medical emergency requiring EMS transport to a medical facility, the Program Administrator will initiate the first contact with the student's designated emergency contact.

Diman also provides access to support services for all stakeholders. This information can be found in the Student Guidelines.

## **Medical Emergency Response**

Nursing faculty/Program Administrator will assess the condition of the person(s) to determine the category of injury or illness:

- ***Life-threatening or potentially disabling:*** 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 severe bleeding, extensive burns, anaphylaxis, airway and breathing difficulties, cardiac arrest, chest pain, and/or cyanosis. Faculty will call EMS (911) and provide the location and condition of the injured or ill person.
- ***Serious or potentially life-threatening or potentially disabling:*** Severe burns, fractures, choking, spinal injuries, seizures, and poisoning 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. Faculty will call EMS (911) and provide the location and condition of the injured or ill person.
- ***Non-life-threatening:*** These are defined as any injury or illness that may affect the general health of a person (e.g., mild or moderate fever, stomachache, headache, fractures, cuts). The faculty will evaluate the incident and recommend medical evaluation or treatment. The Program Administrator may notify the emergency contact on file and recommend follow-up medical evaluation or treatment.

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

- Standard precautions must be followed at all times.
- 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.

### **Emergency Contact Phone Numbers:**

- **911**
- **Fall River Fire Department (508) 324-2743**
- **Fall River Police Department (508) 676-8511**
- **Alert Ambulance: (508) 677-3303; Brewster Ambulance: (401) 272-1000**
- **National Grid: (508) 675-7811**
- **Building Maintenance: Nelson Santos (774) 400-0048**

## **Training**

The Greater Fall River Vocational School District provides First Aid and Cardio Pulmonary Resuscitation (CPR) training annually to all faculty, staff, and coaches. All School of Nursing Program faculty maintain BLS/AED certification. All staff members receive annual training in the use of an EPI-Pen, universal precautions, and proper emergency response procedures.

## **Automated External Defibrillators (AEDs)**

Diman School of Practical Nursing has one (1) fixed site Automated External Defibrillator (AED) located outside the large classroom across from the student dining café. The AED is located in a site that makes it readily accessible for campus-wide access during school hours. The Program faculty (daily) are responsible for checking and documenting the status of the AEDs in accordance with manufacturer's recommendations. All faculty are BLS/AED certified

## **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.

### **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 sets and enforces protective workplace safety and health standards.

### **Standard Precautions**

Standard precautions are thorough hand washing, gloving in the presence of body fluids, and proper disposal of contaminated wastes. The routine uses of appropriate precautions by the caregiver regardless of knowledge of germs present in the individual's blood, saliva, nasal discharges, vomit, urine, or feces prevents the transmission/spread of disease and protects the caregiver. When handling the discharges from another person's body, always use these precautions. Use of Standard precautions removes the need-to-know which persons are infected with which germs in the school setting.

## **Appendix A: A. (Alert), L. (Lockdown), I. (Information), C. (Counter), E. (Evacuation)**

### **A.L.I.C.E. Condition Responses**

(Will be implemented/adapted by administrators and teachers/staff in emergencies)

#### **How to Respond to an Active Shooter/A.L.I.C.E. Condition**

In the event that an active shooter makes his or her way into a school, hospital, church, or business, there are steps that can be taken as an effort to survive an attack. With workplace violence as a rising trend across the United States, the A.L.I.C.E. method is not limited to preventing a school shooting. The A.L.I.C.E. Program provides examples for real, effective ways to thwart an active shooter. The breakdown below covers how to respond to violent intruder attacks. A.L.I.C.E. Condition Responses are not chronological in order, but provide options for individuals to utilize in attempts to survive an emergency.

#### **ALERT: Plain and Specific Language will be used. Code Words will be avoided.**

The purpose of the ALERT is to inform as many people as possible within the danger zone that a potentially life-threatening situation exists. This can be facilitated via many different methods (Public Address System (PA), text, email, personal senses). No matter the method of delivery, the objective will be a conveyance of information, not an issuance of a command. Listen to the Intercom message for specifics regarding the Intruder.

The use of plain language, sent through as many delivery channels as possible, will ensure awareness within the danger zone. The goal will be to empower as many individuals as possible with the ability to make an informed decision as to their best option to maximize chances of survival. A.L.I.C.E., along with the Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA), recommends plain and specific language.

#### **LOCKDOWN: Barricade the Room. Silence Mobile Devices. Prepare to EVACUATE or COUNTER, if needed.**

Lockdown is an important response in the event of an active shooter or violent intruder, but there has to be a semi-secure starting point from which survival decisions are to be made.

Announcement made via intercom system "Lockdown" with further details and instructions. Take refuge in and remain in the classroom/lab/café. Direct anyone immediately outside your areas into the nearest room. Close and lock all doors, barricade door and move away from door. Turn off lights and silence all cell phones and audio equipment. Sit quietly on the floor away from the door. BE CALM. Remain in lockdown and do NOT communicate with anyone at your door until you hear official instructions by Administrator or police.

If you have any doubts of the legitimacy of the "all clear", please remain in lockdown.

#### **INFORM: Communicate the Shooter's/Person's Location in Real Time.**

Inform is a continuation of Alert and uses any means necessary to pass on real-time information. Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by employees, safety officers, and other personnel.

Information will always be clear, direct, and, as much as possible; will communicate the whereabouts of the intruder. Effective information can/may keep the shooter off balance, giving people in the facility more time to further lockdown, or evacuate to safety.

Active shooters work alone 98% of the time. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can lockdown and prepare to counter. Knowledge is the key to survival.

**COUNTER: Create Noise, Movement, Distance, and Distraction with the Intent of Reducing the Shooter's/Person's Ability to Shoot Accurately.**

A.L.I.C.E. does not believe that actively confronting a violent intruder is the best method for ensuring the safety of all involved, whether in a school, a hospital, a business, or a church.

Counter focuses on disruptive actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chances of hitting a target and can provide the precious seconds needed in order to evacuate.

A.L.I.C.E. does not endorse civilians fighting an active shooter, but when confronted directly in a life-and-death situation, individuals should use any actions necessary to defend themselves. Counter is a final and worst-case scenario option.

Counter is about survival. It is about the last moments between a shooter and a potential victim; anything a person can do to gain control is acceptable. It is the opposite of passive response because every action taken is a proactive step towards survival.

**EVACUATE: When Safe to Do So, Remove Yourself from the Danger Zone.**

In the face of danger, our human instinct is to remove ourselves from that threat. An active shooter in a building presents a situation like no other. Evacuating to a safe area takes people out of harm's way and prevents civilians from having contact with the shooter.

Windows are to be broken from the top corner rather than the center. A.L.I.C.E. trainers teach strategies for evacuating through windows, from higher floors and under extreme duress.

Evacuating a school, workplace, or church is always an option in the event of an active shooter. A.L.I.C.E. responses do not include risking lives of students or employees.

## Appendix B: Crisis Manual

### Intruder/Trespassing

**Definition:** Being present on school property without permission. Unauthorized presence in restricted areas of buildings, school grounds or buses (including students suspended or expelled from school).

#### Administrator's Responsibilities

- Assess the situation.
- Determine the location of the person and his/her description.
- If appropriate, declare "**Lockdown**" over the school intercom.
- Call **911**.
- Meet the police and direct them to the location.
- When the situation is stabilized, announce "**All Clear.**"

#### Faculty/Staff Responsibilities

- Report the intruder to the office, with his/her description, location and other pertinent information.
- Keep classrooms/students secure. If necessary, move to a safer area.
- Wait for the "**All Clear**" announcement.

## **Unauthorized/Unidentified Person on School Site**

### **Administrator's Responsibilities**

- Identify the problem and the location.
- Approach the subject and determine the nature of their business within the building.
- Ask for their identification.
- Request them to accompany you to a secure area. If the suspect is looking for a specific student, check their file for court orders, e.g. personal protection orders, custody orders.
- If there is no acceptable reason to be in the building, ask the intruder to leave the building site.
- If they refuse to leave:
  - Call Assistant Superintendent- Principal and/or Superintendent- Director.
  - Provide the suspect's description.
  - Await a police response.

### **Faculty/Staff Responsibilities**

- Assess the situation.
- Approach the subject and determine the nature of their business within the building.
- Contact the Administration Office.
- Report the situation with location and description of the intruder.
- Wait for the decision on whether to remain in the building or to evacuate.
- Be prepared for possible lockdown or evacuation.
- Await further instructions.

## Emergency A.L.I.C.E. Conditions/Procedures

An "A.L.I.C.E. situation is declared when, in the opinion of the Program Administrator, a situation exists threatening the safety of students and staff and requires that they remain in their classrooms.

### Administrator's Responsibilities:

- Immediately declare "**Emergency A.L.I.C.E. conditions**" over the intercom.
- Call **911**
- Escort any students in the hallways to a *safe location*.
- Isolate the lockdown area.
- Await the arrival of emergency responders.
- Provide assistance as needed.
- Coordinate with police/EMS personnel.

### Faculty / Staff Responsibilities:

- Immediately do a quick sweep of the hallways and instruct any students nearby to come into the room.
- Close/or lock your classroom door. Doors must never be opened. Proper authorities will have keys.
- Stay with and direct students, take attendance and provide assistance to students.
- If students come into your room, record names for proper reporting later.
- Follow A.L.I.C.E. procedures.
- Maintain calm in the classroom, keep all students.
- Listen for announcements for further instructions, e.g., continue classroom instruction, reporting of missing students, etc.
- **Do not respond** to the fire alarm during a lockdown unless a known administrator makes a supporting announcement.
- Teachers without a class during a lockdown should do a quick sweep of the hallway, instruct students to come into their rooms, record their names, and remain in a secure location to await further instructions.
- Unless notified otherwise on PA, all TV monitors are to be off.

## **Evacuation Procedures**

### **Administrator's Responsibilities:**

- Signal an evacuation from the building by using the fire alarm or public address system when appropriate.
- Involve other staff as necessary.
- Call **911**

### **Faculty / Staff Responsibilities:**

- Close windows and doors.
- Be alert to assist any student with a disability if needed.
- Evacuate students quietly and in an orderly fashion. (Follow posted directions).
- Bring student roster.
- Report to your designated area and call roll.
- Maintain accurate records and report any missing students to Program Administrator.
- Avoid emergency vehicles.
- Be alert for further instructions.
- Return to building only after the Program Administrator or fire department gives the "all clear".

## **Utility Failure**

### **Administrator's Responsibilities:**

- Contact the Buildings and Grounds Supervisor.
- Call Assistant Superintendent-Principal and Superintendent Director.
- Ensure that the utility company has been contacted.
- Keep staff informed of the problem and status.

### **Teacher/Staff Responsibilities:**

- Remain in your classroom. Wait for instructions.
- Assist in the supervision of the students.

### **Building Maintenance Staff Responsibilities:**

- Determine the full extent of the power outage for the building Administrator.

## **Death on School Site**

(e.g., natural causes, accidental, suicide, or homicide)

Survey scene to determine safe approach.

### **Administrator's Responsibilities:**

- Identify the problem and the location.
- Secure and isolate the area and determine if there is to be a Lockdown.
- Call 911. It is appropriate to limit student movement.
- Call Assistant Superintendent Principal and Superintendent Director.
- Assist the police in locating and identifying possible suspect(s) victim(s) witness(es).
- Assess whether the suspect(s) can be safely isolated/detained.
- Secure emergency information on the suspect(s), victim(s), and/or witness (es)
- Provide the police/EMS with emergency information.

### **Teacher/Staff Responsibilities:**

- Identify the problem and the location. Secure and isolate the area.
- Notify the Assistant Superintendent/Principal as soon as possible (ASAP).
- If possible, calmly remove the students from the area.
- Discourage discussion.
- Wait for the police/EMS responders to arrive.
- Identify students in need of immediate support.

## When a Trauma or Loss Occurs

### **The person hearing about the situation should:**

- Contact emergency responders (police, fire, EMS, etc.), if necessary.
- Contact the Program Administrator.

### **The Program Administrator will:**

- Contact emergency responders if necessary.
- Contact the Superintendent-Director.
- Administrative staff.

The Assistant Superintendent/Principal may appoint an incident response coordinator or the Assistant Superintendent/Principal may choose to fulfill the role of coordinator.

### **The duties of the Trauma/Loss Incident Response Coordinator shall include:**

- Verify the facts.
- Notify the Building Response
- Team members.
- Develop appropriate communication for students, and staff.

### **The District Response Team will:**

- Contact the Superintendent-Director who will inform the School Committee.
- Act as spokesperson to the media.

### **Dealing with the Media:**

- Should be conducted by the Superintendent-Director only.
- It is understood that the Assistant Superintendent/ Principal of a school is charged with the responsibility of students and staff.

It is the responsibility of the principal to designate staff members to make a decision during an emergency in his/her absence or incapacity. This will provide continuity of leadership.

## Severe Weather

**Hurricane/Blizzard Watch:** Conditions are right for a hurricane/blizzard.

**Hurricane/Blizzard Warning:** Conditions are expected for a hurricane/blizzard within 24 hours.

**Note:** At first sign of lightning, all students should be inside the building.

### **Administrator's Responsibilities:**

- Assistant Superintendent/Principal to monitor the Early Warning Weather Radio.
- If conditions warrant protective measures to be taken, order students/staff to proceed to a shelter area.
- If there is a medical emergency, call 911.
- Assistant Superintendent/ Principal announces when students/staff are to return to their rooms.
- If damage has occurred to the building, the Program Administrator is to evacuate the affected areas/campus.

### **Faculty/Staff Responsibilities:**

- Provide shelter in place, or proceed to other areas of the building, as directed.
- Account for all classroom occupants.
- Remain calm.
- Close windows and doors; do not lock.
- Maintain accurate records and report missing students to your Program Administrator.
- Wait for further instructions.

## Weather Related Closing

### **Media notified includes:**

- WSAR - 1480
- WPRO – 630
- Notification Call System
- All local television channels
- School social media pages
- [www.ribroadcasters.com](http://www.ribroadcasters.com)
- School social media pages

## Tornado Procedures

### Administrator's Responsibilities:

- Assistant Superintendent/Principal to monitor the Early Warning Weather Radio.
- If conditions warrant protective measures to be taken, order students/staff to proceed to a shelter area.
- If there is a medical emergency, call 911.
- Assistant Superintendent/ Principal announces when students/staff are to return to their rooms.
- If damage has occurred to the building, the Program Administrator is to evacuate the affected areas/campus.

### Teacher/Staff Responsibilities:

- Provide shelter along interior hallways on the lowest level, or proceed to other areas of the building, as directed.
- Account for all classroom occupants.
- Remain calm.
- Close windows and doors; do not lock.
- Report to your designated area and call roll and follow posted directions.
- If there are additional students in your class, notify the Program Administrator/faculty/staff.
- Report missing students to your coordinators.
- Maintain accurate records and report any missing students, including student ID number, to Program Administrator.
- Wait for further instructions.

## Delayed Dismissal

### Program Administrator Responsibilities:

- Call the Superintendent-Director.
- Manage the crisis at hand:
  - Are all your students accounted for?
  - Do you have any students that are absent?
  - Designate a faculty/staff member to answer the "emergency" phone.
- Your responsibility, at this point, will be to manage the crisis at hand in your building.
- Please Remember: Never leave voicemail/messages on someone's phone during a crisis.

### **Weather Related Closing**

#### Media notified includes:

- Notification Call System
- All local television channels
- School social media pages

## **Explosion**

Do not operate cell phones or electrical devices – they can activate explosive devices

### **Administrator's Responsibilities:**

- Evacuate the building by using the fire alarm.
- Call 911; give the specific location, if known.
- Call the Superintendent-Director.
- Contact the Building Maintenance Supervisor to address the problem.
- Assist in evacuating the building.
- Signal "All Clear" when appropriate.

### **Teacher/Staff Responsibilities:**

- Stay calm and remain with students.
- Inform Assistant Superintendent/ Principal's office via school telephone only.
- Do not operate radios or electronic equipment, including cell phones.
- Await instruction and be prepared for possible lockdown or evacuation. See specific instructions for lockdown or evacuation in this flipchart.

## **Bomb Threat Procedures (No device located)**

**Do not operate cell phones or electrical devices – they can activate explosive devices.**

### **Administrator Responsibilities**

- Evaluate the bomb threat and determine if an evacuation is needed.
- Call the Assistant Superintendent/ Principal .
- If you feel the threat is valid: Call 911; use only landlines.
- Through the Intercom system, instruct that cell phones be turned off.
- Signal an evacuation of the building by using the Intercom
- With police, fire, bomb disposal officials determine when/if it is safe to re-enter the building.

### **Faculty/Staff Responsibilities**

- Call Program Administrator's office on school telephone.
- Wait for decision on whether to lockdown or evacuate.
- Staff are to look for unusual objects or items out of place. Report suspicious items to Administration office on school telephone.
- If evacuation is ordered, follow evacuation procedures and staff are to also look for unusual objects on their way out of the building. Report suspicious items to the administrator immediately.
- Once evacuated, stay in your designated areas until you are told it is safe to return to the building.
- Do not operate radios or electronic equipment, including **cell phones**.

## **Fire/Arson: The unauthorized starting of a fire on school property or assisting another in starting a fire.**

### **Administrator's Responsibilities**

- Evacuate the building by using the fire alarm.
- Call 911; give the specific location, if known.
- Determine if students / staff need to evacuate campus.
- Call Program Administrator, who will notify Superintendent/Director.
- Establish a command post for the fire responders.
- Ensure the building is evacuated.
- Signal an "All Clear" when appropriate.

### **Teacher/Staff Responsibilities**

- Close windows and doors; do not lock.
- Be alert to and assist any student with a disability, as needed.
- Evacuate students quietly and in an orderly fashion (Follow posted directions.)
- Bring student roster.

### **Note:**

- Report to your designated area and call roll.
- Maintain accurate records and report any missing students, including student ID number, coordinators as soon as possible.
- Be alert for further instructions.
- Return to building only after the building principal or fire department gives the "All Clear" signal.
- Avoid emergency vehicles.
- If arson is suspected, inform the responding police/fire personnel.
- Provide assistance to the police/fire as requested/directed by them.
- If the fire was extinguished, still report the fire to the fire department for investigation.

## **Biochemical/Radiological/Chemical Attacks**

### **Administrator's Responsibilities:**

- In the event of an incident or attack, the first few moments are critical.
- It is essential that all personnel are sheltered in place and are not allowed to contaminate others.
- Building personnel will be shutting down all ventilation systems.
- You may lose electrical power in order to decrease the likelihood of the agent spreading unnecessarily. Do not panic!
- Inform all building occupants that help is on the way.
- The fire department will be following specific procedures in order to ensure that everyone is decontaminated appropriately.

### **Teacher/Staff Responsibilities**

- Remain calm
- Notify the Program Administrator/Assistant Superintendent/ Principal's office immediately.
- Advise of injuries/anyone in immediate danger.
- If evident, notify the Program Administrator/Assistant Superintendent/ Principal's office of adverse physical symptoms present.
- Immediately begin "Emergency Conditions" procedures and stay in place.
- Take attendance and do not allow anyone to exit or enter the room.
- Have students cover nose and mouth with a handkerchief of other material.
- Await further instructions.
- Ensure that students do not chew gum, eat, drink or place objects in their mouth (radiological or nuclear only). Outside the Building
- Begin "Emergency Condition" Procedures, if declared.
- Take attendance and do not allow anyone to exit or enter the room.
- Have students cover nose and mouth with a handkerchief or other material.
- Remain calm and notify the Program Administrator/principal's office of the following:
  - Report injuries/anyone in immediate danger.
  - Report if any building occupants begin to experience adverse physical symptoms.
  - Ensure that students do not chew gum, eat, drink, or place objects in their mouth (radiological or nuclear contamination may be present).

## Gas Leaks

**Do not operate electrical devices.**

**Do not touch wall switches.**

### **Administrator's Responsibilities:**

- Contact the Buildings Grounds and Maintenance Supervisor.
- Call 911.
- Notify the gas company.
- Do not operate electrical switches.
- If advisable, evacuate the building by using the fire alarm.
- Call the Superintendent-Director.
- If students/staff need to evacuate the campus, request transportation to the designated site.
- Signal "All Clear" when appropriate.

### **Teacher/Staff Responsibilities:**

- Notify the Program Administrator/Superintendent/Principal.
- Do not operate electrical switches.
- Evacuate the area using the fire drill evacuation procedures.
- Await further instructions.
- When the "All Clear" is announced, re-occupy the building.

## **Accidents/Medical Emergencies**

### **Administrator's Responsibilities:**

- Report to the scene.
- Secure and isolate the area
- Call 911 if appropriate.
- Have staff trained in First Aid/CPR. Respond to the area to assist as needed.
- Assign an individual to meet and escort the emergency medical responders to the scene.
- Notify the emergency contact.
- Provide the police/EMS emergency information.

### **Teacher/Staff Responsibilities:**

- Evaluate the accident scene.
- Direct any unaffected persons to a safer and secured area.
- Advise the number of injured and give the location of the situation.
- If the scene is safe, proceed to the victim and assess the severity of the injury.
- Stabilize the victim.
- Administer first aid.
- Use universal precautions when handling body fluids.
- Provide relevant information to emergency medical responders.
- If the scene is not safe, e.g., electrocution, downed wires, etc. wait for EMS.

### **Off Campus Accidents:**

- Secure all emergency information for each student emergency prior to departure. Note life threatening allergies/conditions.
- Be sure all students are carrying their rescue medications (i.e.: inhalers, EpiPens)
- In case of a serious accident, contact 911, and notify the school Principal as soon as possible.

## Possession of Alcohol, Drug or Tobacco Products

### Alcohol/ Liquor, Drugs & Tobacco:

Alcohol and or liquor/drugs are not allowed on the DRVTHS/DRVTISPN campus and may not be possessed at any school/school sponsored event or function. The use of tobacco products” pseudo tobacco products and or tobacco paraphernalia are to be used in designated smoking sections only.

### Administrator’s Responsibilities:

- Identify the problem and call the Superintendent-Director.
- Inform the student of what is suspected.
- If possible, take possession of any alcohol/drug and personal property, e.g., book bag, purse, etc.
- If an alcohol/drug product is found or usage has been witnessed, call the Superintendent-Director.
- If usage has been witnessed, and student is impaired/needs medical attention call 911 for medical evaluation.
- Do not leave the student(s)/property unattended until assistance arrives.

### Teacher/Staff Responsibilities:

- Notify the Program Administrator of any knowledge/information regarding:
  - Alcohol consumption
  - Alcohol possession
  - Drug use/possession
- Identify the student(s).
- If possible, take possession of any alcohol/drug and personal property, e.g., book bag, purse, etc.
- Do not leave the student(s)/property unattended until assistance arrives.

## Drug Use or Overdose

### Secure drug, but do not touch

#### Administrator's Responsibilities:

- Identify the problem and evaluate the situation.
- If it is a medical emergency, **call 911**
- Call Superintendent-Director.
- Determine the following if possible:
  - Name of the drug.
  - Quantity of the drug.
  - Time and how the drug was taken.
- Provide the police/EMS with information from the emergency card(s).

#### Faculty/Staff Responsibilities:

- Notify the Program Administrator ASAP.
- Provide the name(s) of other students who may provide information. Detain these students.
- Keep the student as stable as possible. Speak to them calmly.
- Discourage discussion.
- Wait for the police/EMS.

## **Drug Possession or Sale**

**Secure drug, but do not touch.**

### **Administrator's Responsibilities If Drugs Are Found:**

- Call Superintendent-Director
- Take possession of any personal property, e.g., book bag, purse, etc.
- Escort the student(s) to the Program Administrator's office.
- Do not leave the student(s) or property unattended.
- Assist the police with any search.

### **If Drug Possession/Sale Is Suspected:**

- Call Superintendent-Director
- Identify the problem/evaluate the situation and assess the credibility of the information.
- Determine if reasonable suspicion exists to search.
- Continue with above procedures.
- Notify the Police.

### **Teacher/Staff Responsibilities:**

- Notify the Program Administrator ASAP if you have knowledge of or any information regarding:
  - A drug sale
  - Drug Possession
  - Drug Use
- Identify the student(s).
- If possible, take possession of any drug and personal property, e.g., book bag, purses, etc.
- Do not leave the student(s)/property unattended until assistance arrives.

## **Drive-By Shooting on School Site**

### **Administrator's Responsibilities:**

- Declare a Lockdown if the situation appears threatening to the safety of the building.
- Identify the problem and the location. Secure and isolate the area.
- Call 911.
- Assist the police in locating and identifying the possible suspect(s)/victim(s).
- Secure emergency information on suspect(s)/victim(s)/ witness (es), if possible.
- Provide the police/EMS with emergency information.

### **Teacher/Staff Responsibilities:**

- If shots are heard, instruct the students, "Drop to the floor/ground."
- If possible, while on the ground, move the students to a safer area.
- Notify the Program Administrator ASAP.
- Advise of any injuries/property damage.
- Take attendance. Report any missing student(s) to the Assistant Superintendent / Principal.
- Discourage discussion.
- Wait for the police/EMS responders to arrive.

## **Larceny (Theft)/Vandalism or Destruction of Property**

### **Mandatory Reporting:**

- Theft of \$100 or more/damage in excess of \$100.
- Numerous events or minor theft/damage.
- Theft/damage motivated by hate or is gang related.

### **Administrator's Responsibilities:**

- Call the Superintendent-Director.
- Photograph and document the damage in writing.
- Assist the police in locating and identifying any suspect and/or witnesses.

### **Theft of less than \$100/less significant damage incident**

### **Administrator's Responsibilities:**

- Identify the problem and evaluate the extent of theft/damage.
- Document damage in photographic and written form.
- Assist police in locating and identifying any suspect and/or witnesses.

### **Teacher's/Staff's Responsibility:**

- Notify the Program Administrator ASAP.

## **Robbery or Extortion on School Site** (Occurred Previously – Not in Progress)

**Armed Robbery:** The taking of property by force or threat while armed with a weapon or article representing a weapon.

**Unarmed Robbery:** The taking of property from a person by force or threat.

**Extortion:** Threatening another person for extorting money or property, or to compel the threatened person to do an act against the threatened person's will.

### **Administrator's Responsibilities**

- Identify the problem and the location.
- Call the Police.

### **Faculty/Staff Responsibilities**

- Notify the Program Administrator as soon as possible.

## **Armed Subject, Armed Robbery or Hostage (In Progress)**

**Procedures to follow when a person has a weapon, says they have a weapon, and/or is holding another person against their will.**

- Building Moves Immediately to “Emergency Condition” A.L.I.C.E. Procedures.
- Call 911
- Notify the Program Administrator and relay accurate information:
  - Where in the building is the event occurring?
  - How many are involved (perpetrators and hostages)?
  - What demands, if any, have been made?
  - Is anyone injured?
- Render the appropriate assistance

**Weapons include, but are not limited to:** firearms, bombs, silencers, double-edged non folding stabbing instruments, switchblade, blackjack, slingshot, Billy club, bludgeon, metallic knuckles, sand club, sand bag, a taser or stun gun, including air and gas-powered guns (e.g., BB, pellets or paintball guns), a gas ejecting device that is not a self-defense spray device or any other article carried or possessed for use as a weapon, e.g., tire iron or baseball bat carried for the apparent intended purpose of assault or defense.

### **Administrator’s Responsibilities:**

- Immediately declare “Emergency Condition” A.L.I.C.E. Procedures.
- Ensure that 911 has been called.
- Escort any students in hallways to a safe location.
- Isolate the lock down area.
- Await the arrival of the emergency responders.
- Provide assistance as needed.
- Coordinate with the police/EMS personnel.
- Call the Superintendent-Director.

### **Teacher/Staff Responsibilities:**

- If a weapon has been seen, follow the above procedures.
- Open window treatments, close, and lock your classroom door.
- Make a list of all students not in the classroom who are enrolled in the class when the “Emergency Condition” was declared.
- Record the names of students who enter the room after the declaration of emergency.
- Record the names of all students present with you.
- If you leave your classroom, take your class record book (with attendance list) with you, if possible.
- Do not attempt to contact the office unless you have pertinent information or require immediate medical attention.
- Await further instructions/information from the Program Administrator or the intercom system.

## **Weapons on School Property**

### **If a Weapon Is Found**

- Isolate the area.
- Do not touch the weapon.
- Police will secure the weapon for evidence.

### **Administrator's Responsibilities:**

- Declare "Emergency Condition- A.L.I.C.E. Procedures" if the situation appears threatening to the safety of the people in building.
- **Call 911**
- Call/notify Superintendent-Director.
- Determine if a reasonable suspicion exists for a weapon.

### **Faculty/Staff Responsibilities:**

- Notify the Program Administrator, as soon as possible
- Do not attempt to approach or confiscate.
- Await further instructions from the Program Administrator.

## **Unauthorized Removal/Missing/Abducted Student**

### **Overall Procedures:**

- If an abduction is observed or suspected, call 911.
- Obtain a detailed description of the abductor (physical appearance, type/color of clothing, and make/model/color/license number of any vehicle seen and direction of travel.
- If a student is missing/abducted, immediately notify the Program Administrator.
- If possible, obtain a detailed description of clothing/time/location when the person was last seen and photograph of the child/person if available and possible.

### **Administrator's Responsibilities Missing Student:**

- Call/notify the Superintendent-Director.
- Conduct an immediate search of the school/school grounds.
- Call 911.
- Contact the emergency contact of the missing student.

## **Abduction**

- Call 911 and provide any information regarding the suspect/vehicle information.
- If an abduction is witnessed by other students, detain the students for interviews with the Superintendent-Director, Program Administrator, etc.

### **Teacher/Staff Responsibilities: Missing Student:**

- Notify the Program Administrator.
- Assist the Program Administrator as well as the Superintendent-Director with questioning friends/classmate(s).
- Maintain control of the remaining students.
- If an abduction occurs during class, attempt to persuade the abductor not to commit the act, if possible.
- If other students witness abduction, detain the students for interviews with the Program Administrator, Superintendent-Directors, etc.
- Do not place yourself or students in harm's way.
- Call/notify the Buildings Maintenance and Grounds Supervisor as soon as possible.

## **Massachusetts Child Protection Law 51A: Its Requirements**

### **Purpose:**

To provide for the protection of children who are abused by requiring certain identified persons and encouraging others to report suspected Child abuse and neglect.

### **Child Abuse:**

Harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare, or by a teacher or teacher's aide, which occurs through non-accidental physical or mental injury; sexual abuse; sexual exploitation; or maltreatment.

### **Procedures for Reporting Suspected Child Abuse to DSS and Police:**

- Law to report obligates school personnel who have reasonable cause to suspect child abuse immediately by using the school 51A approved form.
- The person who suspects child abuse or to whom the child has disclosed abuse must be the person who makes/files the 51A report.
- Solely reporting the suspicion to the person's superior or an administrator does not meet the requirements imposed by law.
- If child appears to be in immediate danger of abuse in the home environment requiring immediate removal, school personnel will also contact the police agency in the jurisdiction where the abuse occurred.
- The reporting person shall file a 51A written report with DSS within 48 hours after reporting suspected child abuse.

Follow the 51A policy

## **Criminal Sexual Assault**

**Criminal sexual conduct:** involves nonconsensual sexual penetration or the touching of a person's intimate parts. (A person's intimate parts include the breast, buttock or genital areas.)

**Sexual penetration:** includes oral sex or the insertion of any object into a person's genital or anal openings.

**Consensual sexual penetration:** involving a person under the age of 16 years old is criminal sexual conduct.

**Consensual sexual touching:** involving a person under the age of 13 years old is criminal sexual conduct, and consensual sexual touching of a person between the ages of 13 years old and 16 years old is criminal sexual conduct if the perpetrator is 5 or more years older than the victim.

### **Administrator's Responsibilities**

- Identify the problem and the location.
- Secure and isolate the area.
- Call 911.
- Assist the police in locating and identifying any possible suspect(s)/victim(s)/witness(es).
- Assess whether the suspect(s) can be safely isolated/detained.
- Secure emergency information on suspect(s)/victim(s)/witness(es), if possible.
- Provide police/EMS with emergency information.

### **Teacher/Staff Responsibilities**

- Notify the Program Administrator, as soon as possible.
- Call 911
- Wait for the police.
- Discourage discussion.

### **Additional Administrator/Teacher/Staff Responsibilities**

- Do not leave the victim alone.
- Secure and isolate the area.
- Do not allow the victim to wash/clean themselves

## **Disruptive Student on School Site**

### **Procedures to follow when a student is a threat to self or others:**

- The teacher will notify the Program Administrator immediately.
- The teacher must stay with the disruptive student until assistance arrives, unless his/her physical safety is jeopardized.
- Disruptive students will be removed from the classroom.

### **Administrator's Responsibilities:**

- Respond to the classroom as soon as possible.
- Assist the teacher with the student.
- Involve other staff, as necessary.
- Call 911, if needed.

### **Instructions to Teachers/Staff:**

- Call Program Administrator for assistance.
- If necessary, activate the evacuation plan.
- Keep other students calm.
- Do not leave the disruptive student alone, unless the student is a danger to the teacher's/staff member's health.

## **Physical Assaults/Fights**

**If any of the following occur during a physical assault, the incident must be reported to the police.**

- The victim is injured.
- The victim is a member of the school staff.
- There is an injury to the victim and/or suspect, which requires medical attention.
- The suspect used a weapon during the physical assault.

### **Administrator's Responsibilities:**

- Identify the problem and intervene.
- Call 911, if necessary.
- Assist the police in locating and identifying any suspect(s)/victim(s)/witness (es).
- Secure emergency information from student enrollment cards on the suspect and/or victim.
- Notify the Superintendent-Director, as soon as possible.

### **Teacher/Staff Responsibilities:**

- Notify the Program Administrator.
- Attempt to isolate the area from other students. Reducing the audience lessens the danger.
- Avoid stepping between combatants.
- Make contact with a calm voice.
- If the behavior continues, shout, "Stop" or use a distraction, such as a loud voice.
- Once assistance arrives, separate the combatants ASAP.
- Do not leave the combatants alone.

## **Harassment/Threatening Comments**

### **Administrator/Faculty/Staff Responsibilities:**

If harassing or threatening remarks, which reflect potential violence, are made and/or heard, the Program Administrator is to be contacted, as soon as possible.

### **Stalking:**

Stalking is a willful course of conduct involving repeated or continuing harassment against another individual that would cause a reasonable person to feel any one or more of the following:

- Terrorized
- Frightened
- Intimidated
- Threatened
- Harassed
- Molested

This willful course of conduct must cause the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

### **Notify the Police.**

### **Stalking occurs in many forms, such as:**

- Following or appearing within the sight of another.
- Approaching or confronting another individual in a public or private place.
- Appearing at the workplace or residence of another.
- Entering or remaining on an individual's property.
- Contacting by telephone.
- Sending mail or electronic mail.

### **Ethnic Intimidation:**

Ethnic intimidation occurs when a person maliciously, and with specific intent, intimidates or harasses another person because of that person's:

- Race
- Color
- Religion
- Gender
- National Origin
- Sexual Orientation

### **The conduct of the offender must:**

- Involve physical contact with another.
- Damage, destroy, or deface any real or personal property of another; or threaten, by word or act, to do an act described in (1) or (2) if there is reasonable cause to believe that an act in (1) or (2) will occur.

**When the conduct of the offender meets this criterion, notify the Police.**

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## **Suicide Attempt /Threat of Suicide**

**Treat all information as confidential**

### **Threat of Suicide**

#### **Administrator's Responsibilities:**

- Call 911 or local police to report the incident.
- Assist the police in locating students.
- Notifications necessary:
  - Superintendent-Director

#### **Instructions for Staff:**

- Remain calm.
- Notify the Program Administrator as soon as possible.
- Request support.
- Try to calm the student and others.
- If the student has a weapon:
  - Speak calmly to the individual and to the students.
  - Do not approach.
  - Do not attempt to confiscate the weapon.
  - Communicate and cooperate in a calm manner, ask student for permission to evacuate the rest of the class.
  - Do not leave the student alone without adult supervision.
- Wait for support to arrive.
- Identify students who are suspected of being in need of counseling.

#### **Administrator's Responsibilities:**

- Notify Superintendent-Director.
- Identify the problem and evaluate the situation.
- Call 911 or local police to report the incident.

#### **Teacher/Staff Responsibilities:**

- Take threats seriously, both from student and indirectly from a student's peer.
- Notify Program Administrator as soon as possible (do not leave voicemail)

#### **Steps for helping a person contemplating suicide:**

- Talk with the student and reassure him/her you are concerned for his/her welfare.
- Speak calmly to the individual and to the students.
- Do not approach.
- Do not attempt to confiscate any weapons.
- Communicate and cooperate.
- Isolate the student from peers, if possible.
- Do not leave the student alone without adult supervision.

## **Building Evacuation Plan**

### **Emergency Drills:**

Emergency drills are held to prepare for various natural and/or artificial crisis situations. All staff and students should follow emergency code protocols.

### **Fire Drills:**

Fire drills are conducted at least yearly and are an important safety precaution. It is essential that when the first signal is given, everyone should promptly clear the building by the prescribed route as quickly and orderly as possible.

### **Evacuation Procedures:**

The following is the procedure regarding the evacuation of the LPN building during a fire drill or actual fire:

The fire drill shall include the complete removal of all students, faculty, and staff by means of designated fire exits to the Bicentennial parking lot across the street. It is the responsibility of the faculty to ensure all students under his/her supervision have evacuated the building. If any student is unaccounted for, the Program Administrator is to be notified immediately.

Faculty are to explain and remind the students of the evacuation route as it relates to the classroom or lab postings.

Follow the evacuation route in the event of alarm sounding or "Fire" announcement.

The faculty are responsible to identify any student who may need assistance and provide assistance to evacuate, as needed.

Faculty and staff are to ensure all windows and doors are closed.

Faculty are to bring roster with them and call roll once in the parking lot. Notify the Program Administrator immediately with any missing students.

Faculty and students may reenter the building once they receive an all clear from the Program Administrator.

If at any time there is a fire, the fire alarm must be pulled and the building evacuated. Call 911 immediately with location.

Program Administrator will call Superintendent-Director.

Program Administrator will communicate with the fire department and signal an all clear, when appropriate.

## **Student Injuries, Accidents, and Emergency Plan**

### **Safety Manual:**

A safety manual binder is available in the Program Administrator's office, all faculty offices, and classrooms. It is to be readily VISIBLE and ACCESSIBLE. All faculty and students should have thorough knowledge of the information contained in this plan.

### **Student Injury or Accident Procedure:**

- ❖ Call 911 in the event of a medical emergency.
- ❖ All student injuries or accidents must be reported to the Program Administrator.
- ❖ An accident report (available in the Program Administrators office) must be completed within 24 hours of the incident.
- ❖ If a student refuses treatment, notify Program Administrator.
- ❖ If an incident occurs, the student must provide a doctor's note to the Program Administrator for clearance before they return to school.
- ❖ **If an injury occurs at clinical:**
  - Call 911 in the event of a medical emergency.
  - Follow agency protocol.
  - Complete an accident report within 24 hours and report to the Program Administrator.
  - Student must obtain a doctor's note for clearance before returning to school.