

**Medical Emergency Response Plan for
Mass Academy of Math and Science
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Emergency response services
WPI Campus Police
508-831-5555**

The Mass Academy of Math and Science is a public school of excellence for 100 academically accelerated 11th and 12th grade students in Massachusetts. We emphasize math and science within a comprehensive, interactive program. The rigor of junior year classes exceeds high school honors and AP, with more than 1200 hours of instruction. Seniors complete a year of college, enrolling in classes at Worcester Polytechnic Institute, a nationally ranked engineering school, thus making the Academy the only public school in Massachusetts whose students attend a private university full-time as seniors in high school. The Mass Academy of Math and Science serves two grade levels, who attend school on two campuses. The juniors are housed entirely in the building at 85 Prescott Street, Worcester, MA. The seniors are full time students at WPI and attend classes on the WPI campus. Emergency services are provided to Mass Academy of Math and Science by Worcester Polytechnic Institute's EMS and Campus Police, which have clearly delineated protocols and procedures <http://www.wpi.edu/offices/policies/Emergency/> .

The WPI Campus Emergency Guide is posted at the main entrance and is at the Operation Manager's phone station and the Director's phone station.

A. Essential Plan Components:

(1) Emergency Contact Information

- a. WPI Campus Police to activate EMS 1-508-831-5555
- b. Worcester Police Department 911 (from school phone 9-911)

In any crisis or emergency, WPI's foremost concern is for the protection of human life, health, and welfare. Protection of property and of the integrity and reputation of Mass Academy / WPI are also critical.

Mass Academy has an Emergency Response Team that responds promptly and effectively in the case of a natural disaster or other emergency occurring on or affecting the Mass Academy / WPI campus and its community. The Emergency Response Team is made up of faculty members and administrators who work together to manage the crisis from beginning to end, making determinations about the scope and nature of the response as well as coordinating communications about the crisis to all internal and external constituencies.

Purpose

The primary goals of the crisis team are to:

- Protect life and property
- Ensure appropriate communication with internal (campus) and external (parents, media, and other) audiences
- Alleviate human suffering and hardship
- Maintain and restore essential facilities and services
- Ensure continuity of operations

Process

Mass Academy/WPI's Emergency Response Team is assembled whenever a natural disaster or other emergency threatens lives and/or property, or the continuation of business at the Academy. Each incident has its own set of considerations that demand an appropriate and specific response. The ERT works with operating strategies outlined in WPI's Emergency Preparedness Manual. While managing a crisis, the ERT strives to disseminate information that is both accurate and timely to the internal community and to external constituencies, including local emergency personnel and the media. After a reasonable interval following the crisis, the ERT holds a formal debriefing to assess the outcome and response to the event and makes recommendations, if necessary, to improve its response in the future.

Ongoing Training

To ensure Mass Academy/WPI's crisis management protocol is thorough and each member of the team understands his/her role in an emergency situation, the ERT holds regular non-crisis meetings and engages in tabletop exercises for scenario planning.

Examples of Crises

A crisis response situation is a critical incident or situation which poses a serious threat to the health, safety, or welfare of the students, faculty, staff, or administration of Mass Academy / WPI or involves serious damage to the Academy's facilities, property, or equipment.

Some crises are not of a catastrophic nature, such as a limited crisis (one that can be handled by a department, such as a plumbing failure), a controversial crisis (one that involves a hate crime or a sexual assault/crime), or a safety crisis (such as a rash of car break-ins, non-life-threatening health matters, criminal actions reported on or near campus). The internal community will be advised if necessary about such crises through e-mailed safety alerts and/or advisories.

While it is difficult to anticipate all possible emergency situations or types of crises, the following examples represent categories of crises that could necessitate the deployment of the Crisis Response team:

- Student or Faculty death
- Disruptive behavior (serious classroom disturbance including the threat of violence, riot, hostage situation, bomb threat, faculty arrest)
- Major fire
- Building or other serious facility catastrophe
- Natural disaster (tornado, flood, blizzard, ice storm)

Timely and Accurate Communications

The Director serves as the primary communications resource both to the internal community and as the official Academy spokesperson. Regular updates and information are disseminated both to the internal community and to the media, but only when that information is accurate.

The goals of effective crisis communications are to:

- Identify constituencies who should be informed
- Communicate facts about the crisis
- Minimize rumors
- Restore order and confidence

WPI will be consulted before information is released to the media.

State of Emergency

- Should Mass Academy be operating under a state of emergency, timely information and instructions will be sent utilizing WPI ALERT.

(2) Faculty members will carry cell phones , linking them with all parts of the school campus, including outdoor facilities and practice fields, to the emergency medical services system and protocols to clarify when the emergency medical services system and other emergency contact people shall be called;

- a. the chain of command will be called through the Operations Manager (back-up-Director):
 - i. Director
 - ii. Lead Teacher
 - iii. Counselor
 - iv. Senior teacher in building

The school's medical response will proceed as follows:

The Director (or designee), in consultation with the school nurse when possible, will assess the condition of the person(s) to determine the category of injury, illness, or condition:

i. ***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 airway and breathing difficulties, cardiac arrest, chest pain, and/or cyanosis.

ii. ***Serious or potentially life-threatening or potentially disabling***: Burns, major multiple fractures, and insect bites 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.

iii. ***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, seizures, fractures, cuts). The faculty member will evaluate the incident and make decisions regarding further treatment. The responsible party may notify the parent/guardian and recommend follow-up medical evaluation or treatment.

- b. Off site, senior teacher takes charge at scene. Teacher directly in charge of student stays with injured student, other teacher(s) manage class.
 - c. All staff will use Standard Precautions when administering any first aid. Standard precautions are thorough hand-washing, gloving in the presence of body fluids, and proper disposal of contaminated wastes. 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 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.
 - d. All faculty and students will be registered with the WPI Alert system to receive emergency campus-wide alerts
- (3) a determination of **emergency medical service response time** to any location on campus;
- a. from EMS to any campus point is <4 minutes
 - b. four major hospitals are located in a 2 mile radius to campus
 - c. fire station located one half mile from Mass Academy
 - d. WPI campus police station located 3 blocks from Mass Academy
- (4) a list of relevant **contacts and telephone numbers** with a protocol indicating when each person shall be called, including names of experts to help with post-event support is on file with the operations manager;
- a. Mass Academy has the Boston Medical Center Good Grief protocol in place for post event support
- (5) a method to efficiently **direct emergency medical services personnel** to any location on campus, including to the location of available rescue equipment is outlined in the WPI Campus Emergency Guide;
- (6) **safety precautions** to prevent injuries in classrooms and on the facilities;

At WPI and surrounding area:

- The WPI University Police suggests the following safety precautions for faculty, staff and students:
- Utilize the SNAP (Security Night Assistance Patrol) and Campus Police Safety Escort Service by contacting WPI Police: +1-508-831-5433.
- Be observant of your surroundings, including being aware of others around you.
- Walk in groups if at all possible and stay in well-lit areas.
- If you find yourself approached by one or more individuals, do not resist when it comes to giving up your property. Give assailants what they want and let them leave ASAP. Remember cash and personal goods can be replaced.
- Since the WPI campus is surrounded by major traffic thoroughfares, use caution when crossing the street. Always use crosswalks and obey crosswalk signals.

- Exercise caution and discretion when posting personal information (e.g. phone numbers, room number or address) on social networking websites like Facebook. You never know who is viewing your personal information and for what purposes.
- Always lock the doors and take the keys when you leave the car, even if you'll be gone for "just a minute."
- Use the busier, better-lighted stops on public transit, especially if you don't know the area.
- Don't leave valuables in view in the car, lock them in the trunk.
- Carry only credit cards you use on a regular basis. Never carry your social security card, birth certificate, or passport unless necessary.
- Shred all discarded documents, including bank statements, pre-approved credit card offers, insurance forms, and other documents that contain financial information.
- Make note ahead of time of the locations of emergency phones "blue lights" on campus.
- Report all crimes to WPI Campus Police as soon as possible at +1-508-831-5555.
- Be aware of the location of strategically placed emergency phones on campus

Curriculum:

All Junior women are taught the Rape Aggression Defense System, which is a program of realistic, self-defense tactics and techniques. The R.A.D. System is a comprehensive course for *women* that begins with awareness, prevention, risk education and avoidance, while progressing on to basics of hands-on defense training. Courses are taught by certified R.A.D. instructors and is currently taught at 350 colleges and universities nationwide. The growing, wide spread acceptance of this system is primarily due to the ease, simplicity and effectiveness of the tactics, solid research, legal defensibility and teaching methodology. The Rape Aggression Defense System is dedicated to teaching women defensive concepts and techniques against various types of assaults, by utilizing easy, effective and proven self-defense/martial arts tactics. The system of realistic defense provides women with the knowledge necessary to make an educated decision about resistance.

The junior boys are taught a parallel self-defense curriculum during the same time period.

(7) a method of providing access to **training in cardiopulmonary resuscitation and first aid** for teachers, athletic coaches, trainers, and other school staff, which may include training high school students in cardiopulmonary resuscitation

a) all staff is trained every two years in Red Cross first responder/CPR

(8) **automated external defibrillator**

a. AED locations are listed in the Campus emergency guide. The Mass Academy AED is located in the center of the building in a case at the bottom of the stairs.

b. All Academy staff are trained in AED use as part of First Aid training every two years

B. District AED Report

The district is to provide the following information when submitting the school Plan(s).

The law requires each school district to report on:

- the availability of automated external defibrillators (AEDs) in each school;
 - AED device is readily accessible in a central location of the High School
 - Campus AED's are listed in the Campus Emergency Guide
- the total number of AEDs in each school; (1) Mass Academy plus (6) WPI
- the location of each AED within a school; Central location stairs (Mass Academy)
 - WPI (Stoddard/Campus Center), 4 portables (2 cruisers, 2 athletics)
- whether the AED is in a fixed location or is portable;
 - (3 fixed location, 4 portable)
- a list of personnel or volunteers who are trained in the AED use; all Mass Academy staff trained
- a list of personnel who have access to AEDs during regular school hours and after school; the AED is in an open public access area for emergency use
- the total estimated number of AEDs necessary to ensure campus-wide access during school hours and in after-school activities and public events. 1-Mass Academy

C. Related Requirements: Response Sequence Practice and Periodic Review of the Plan

The Medical Emergency law requires schools to:

- practice the response sequence to a medical emergency at the beginning of each school year and periodically throughout the school year;
 - we will work with campus police and EMS twice/year to practice response times
- evaluate and modify the Plan as needed; and
- update the plan in case of new construction or physical changes to the school campus.
 - As part of opening of school procedures, the MERP will be reviewed and updated.

Important Phone Numbers

Police

WPI Campus Police (emergency)	+1-508-831-5555
WPI Campus Police (routine)	+1-508-831-5433
Worcester Police Department (emergency)	911
Worcester Police Department (routine)	+1-508-799-8600
State Police, Holden	+1-508-829-8326

Medical Assistance

WPI Health Services	+1-508-831-5520
Worcester Medical Center	+1-508-363-5000
Memorial Health Care	+1-508-856-0011/+1-508-334-1000/+1-508-792-8000
UMass Medical Center	+1-508-856-0011/+1-508-334-1000/+1-508-792-8000
AdCare Hospital	+1-508-799-9000

Crises Service

WPI Student Development and Counseling Center	+1-508-831-5540
WPI Residential Services	+1-508-831-5645
Rape Crisis Center/Programs	+1-508-852-7600/+1-508-791-9546
Student Affairs & Campus Life	+1-508-831-5201