

Emergency Action Plan Procedures Millbury Memorial Jr/Sr High School

General:

The purpose of the Emergency Action Plan (EAP) is to guide athletic and medical personnel in the response of a medical emergency.

Emergency Personnel Numbers: Personal cell phone of AT or AD can be obtained by a nearby coach

Laura Overdevest, Athletic Trainer (AT)	1-(508) 865-5841 ext. 3121
Josh MacCreery, Athletic Director (AD)	1-(508) 865-5841 ext. 4112
Kofi Agyeman	1-(774) 641-3242

Use the intercom by dialing #40 then pause for 3 seconds and dial #10

The athletic trainer should be informed as soon as possible of any injury that occurs as a result of participating in athletics at Millbury Public Schools. Refer to [Accident Contact Tree](#).

Medical Equipment:

First aid supply kits (gauze, prewrap, tape, ice packs, bandages)

Blood Borne Pathogens Supplies (gloves, mask, alcohol pads)

Automatic External Defibrillator (AED)

PROCEDURE:

The EAP should be initiated when a staff member on scene or the first responder recognizes an emergency situation. Emergency situations include serious or life threatening conditions or when any of the following exist:

- The victim is unconscious, is not breathing and does not have a pulse.
- The victim cannot be moved because of suspected head, neck, chest, abdominal, spine or leg injuries.
- There are multiple injuries and the first responder needs additional assistance.
- The victim appears to show symptoms of a serious illness (i.e. seizure, anaphylactic reaction, diabetic episode, chest pain, difficulty breathing, excessive bleeding, etc.)

1. The staff member or first responder identifies the type of medical emergency and, if necessary, designates someone to call to the **Local Millbury Dispatch Number: (1) 508-865-3521** or 911
Provide the following information when calling the local Millbury dispatch number or 911:

- Identify yourself and role in the emergency
- Specific location:
 - Millbury Jr/Sr High School: 12 Martin St, Millbury MA 01527
 - Raymond E. Shaw Elementary School: 58 Elmwood St, Millbury MA 01527
 - Elmwood St. School: 40 Elmwood St, Millbury MA 01527
 - Windle Field: 33 Canal St., Millbury, MA 01527
- Name(s) and conditions of individual(s)
- Care being given

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2. The most experienced medical personnel on the scene identifies task of specific Emergency Response Team members

Example Tasks include:

- Treating the victim
- Meeting EMS upon arrival
- Assurance of clear path for EMS to access victim
- Secure the emergency scene (keep students and staff away from area)
- Clear scene of all but essential personnel

3. The athletic trainer or medical personnel will administer appropriate first aid procedures to the victim while they wait for EMS to arrive. If victim is not breathing and is unresponsive CPR/AED protocols will be initiated. Locations of Automatic External Defibrillator (AED):

- Central Office- (1) entry way
- Millbury Jr./Sr. High School- (1) front hallway, near teacher's room and gym; (2) outside the Media center; (3) main lobby of the jr. high; (4) soon to be located on the second floor at the catwalk
- Raymond E. Shaw Middle School- (1) inside the building near the nurse's office
- Elmwood St School- (1) inside near the front gym entrance; (2) near the nurse's office; (3) second floor near the elevator
- Windle Field (to be installed)

4. Upon the arrival of EMS, a member of the Emergency Personnel will communicate all known details of the medical emergency and explain any specific treatment given to the victim. EMS shall take charge of the situation.

5. The victim's emergency contact information should be obtained by the athletic trainer or the athletic director. Then a designated member of the Emergency Response Team will contact the person's parent/guardian/family member.

List of places Life Flight will utilize in the event they need to come into town:

Park Hill Ave- Clearview County Golf Club
Elmwood St/Shaw School Tree line area
Windle Field
Millbury Ave-Govers Lot
Mass Pike-Exit 10A/Rt 146/Rt 20
Mass Pike-Exit 11/East Millbury
Highway and Sewer Departments Area on Providence Rd
West Millbury-Singleton Boat Ramp

