

**GREATER FALL RIVER VOCATIONAL SCHOOL DISTRICT**

**Diman Regional Technical Institute**

**School of Practical Nursing**

**Safety Plan**

**2021-2024**

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

**Contact Information:**

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## **Safety Assessment**

To prevent injuries and accidents on school property, the Greater Faller River School District follows Occupational Safety and Health Administration (OSHA) guidance. The Greater Faller 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 school nurse either at the time of the injury or by the end of the school day. Program faculty 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**

All students complete an Emergency Contact form which is filed in the Administrative Office and a copy sent with each clinical instructor in case of emergency at a clinical site.

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

## **Medical Emergency Response**

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**

**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: Joseph Resendes**

### **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 certification. Correct use of the Automated External Defibrillator (AED) is included in the CPR training. 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.

## **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 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.

## **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 remain in 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 an 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 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.

### **Fortress: Nearby threat in surrounding community.**

Intercom announcement "Fortress" will be made along with further details and instructions.

Close all exterior doors and windows.

Do **NOT** let anyone in or out of the building.

**Be calm; continue with business as usual, within the building unless further directed.**

Remain in Fortress until you hear further instructions by the Administrator or Police.

## **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 facts.
- 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 school intercom.
- Call **911**
- Escort any students in the hallways to a *safe location*.
- Isolate the lock down 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 and/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 the names for reporting later.
- Follow A.L.I.C.E. procedures
- Maintain calm in the classroom
- 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 away from doors and windows to await further instruction.

### Evacuation Procedures

#### Administrator's Responsibilities

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

#### Faculty/Staff Responsibilities

- Close windows and doors.
- Be alert to and 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 Administrator
- Be alert for further instructions.
- Return to building only after the Administrator or fire department gives the "all clear"

## **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.

### **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 Director.
- Wait for further instructions.

### **Weather Related Closing**

#### **Media notified includes:**

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

## **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 Director'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\***

\***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.
- 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.

### **Note:**

- 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 fire department for investigation.

## Accidents/Medical Emergencies

### **Administrator's Responsibilities**

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

### **Faculty/Staff Responsibilities**

- Evaluate the accident scene. Isolate and secure the area.
- Direct any unaffected persons to a safer and secured area.
- Call 911.
- Notify the Program Administrator as soon as possible. Advise the number of injured and of the situation. Give the location.
- 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.
- Assist the emergency medical responders.
- If the scene is not safe, e.g. electrocution, downed wires, etc. wait for EMS.

# **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.

## **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 Program 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 Director ASAP.

## **Robbery or Extortion on School Site**

(Occurred Previously – Not in Progress)

**Armed Robbery:** The taking of property by forced 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 Police.

### **Faculty/Staff Responsibilities**

- Notify the Program Director as soon as possible.

## **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 Director, as soon as possible
- Do not attempt to approach or confiscate.
- Await further instructions from the Program Director.

## **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.
- Immediately initiate support services for the students/contact Crisis Management Services

### **Teacher/Staff Responsibilities**

- Notify the Program Director, 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

## **Harassment/Threatening Comments**

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

If harassing or threatening remarks, which reflect potential violence, are made and/or heard, the 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 criteria, notify the Police.**