

Medical Emergency Response Plan



Westwood Public Schools
2017 - 2018

TABLE OF CONTENTS

I.	Westwood Integrated Preschool Plan.....	3
II.	Deerfield Elementary School Plan	8
III.	Downey Elementary School Plan.....	13
IV.	Hanlon Elementary School Plan.....	18
V.	Martha Jones Elementary School Plan	23
VI.	Sheehan Elementary School Plan	28
VII.	Thurston Middle School.....	33
VIII.	Westwood High School.....	38

Westwood Public Schools
Medical Emergency Response Plan
Westwood Integrated Preschool

Contact Information

Superintendent Emily J. Parks
Westwood Public Schools
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1341

Specific School Information:

Westwood Integrated Preschool
200 Nahatan Street Westwood, MA 02090
781-326-7500 x5114
Director: Aprile Albertelli

School Contact Person: Ken Aries

Director of Operations
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1304

Requirement One: Rapid Communication System

The District has established a rapid communication system as follows:

- Phone contact is conducted via normal phone lines via a common line (781-326-7500) and extension system
- Physical contact via driving to each site
- Director has a school system provided cell phone with email/text capacities on a separate platform from the phone system
- School has an in-building PA system for rapid in building communication
- Many classrooms have phones with internal call/communication access and unrestricted 911 access
- A second phone line has been dropped into each building that identifies each building by location/address for the purpose of rapid and accurate identification via the centralized (fire and police) dispatch system
- School has a multi-channel Motorola radio with direct contact to police dispatch
- Director of Operations radio is multi channel with direct access to both police and fire
- The Westwood Public Schools has purchased *School Messenger*, which is a rapid communication system for phone/email/text contact with parents and guardians. All school principals have access to this service.

Requirement Two: Emergency Medical Service Response Times to Locations on the School Campus

- Staff are trained to call 911 for EMS response to each building.
- A Westwood Fire station is located on each side of the town with rapid response capabilities. Nearest station is the Westwood Central Fire Department located .76 miles away at 637 High Street, Westwood, MA
- Ambulance service is staffed by the Town of Westwood Fire Department staff.
- Mutual aid agreements are in place with several surrounding communities.

Requirement Three: List of Relevant Contacts and Telephone Numbers with Information related to when each Group is called

Westwood Public Schools has developed and maintains a District level Incident Management Team (IMT). This multi-disciplinary team is in place and consists of representatives of each of the 7 schools plus the Preschool which is housed on the Westwood High School campus, the Director of Student Services, Police representation is invited, Fire representation attends, and the IMT is chaired by the Director of Operations. This group is responsible for setting emergency procedures for the district, maintain open communication with Police and Fire, and create a forum for the ongoing review and revision of policies and trainings. These policies are codified in the IMT procedure binder, which is updated on an ongoing basis.

The Westwood Public Schools IMT for the 2017-2018 school year is composed of the following representatives from each building:

Name/Role	Office Phone
Ken Aries, Dir. of Operations, Chair	781-326-7500 X1304
Karen Poreda, High School Nurse	781-326-7500 X3353
Matt Kuklantz, Middle School Interim Assistant Principal	781-326-7500 X2335
Lori Brown, Sheehan School Nurse	781-326-7500 X7125
Ellen Nadeau, Downey School Nurse	781-326-7500 X8337
Dawnmarie Shu, Martha Jones School Nurse	781-326-7500 X6263
Leslie Davie, Hanlon School Nurse	781-326-7500 X7522
Judith Wine, Dept. Head/Physical Education/Health	781-326-7500 X3351
Aprile Albertelli , Preschool Director	781-326-7500 X5114
Mike Reardon, Deputy Westwood Fire Dept.	781-326-3885
Abby Hanscom, Director of Student Services	781-326-7500 X1345
Nicole Haberman, High School Asst. Principal	781-326-7500 X3311

Director Aprile Albertelli represents the Westwood Integrated Preschool and is responsible for bringing back the information from each meeting to the school based crisis team. Mrs. Andrea Clifford, the Preschool nurse, oversees the storage of EPI pens in the nurses' office (located on a shelf above nurses desk with easy visibility and access) and in the outside recess pack. Nurse Clifford has trained the entire Preschool staff in the use of the EPIpen.

Each school has a school-based Crisis Team (CT) to respond to individual building level issues and emergencies. This group is chaired by the building principal and staffed with relevant teaching staff, clinical staff and building support staff. The school based crisis team references the policies and procedures outlined in the IMT procedure manual to ensure consistent implementation of District policies.

The Westwood Integrated Preschool Crisis Team for the 2017-2018 school year is composed of the following staff:

Name	Role	Phone Number/Ext.
Aprile Albertelli	Director, Chair	781-326-7500 x 5114
Andrea Clifford, RN	School Nurse	781-326-7500 x 3352
Kristin Brennan	Teacher	781-326-7500 x 5116
Nancy Malatesta	Psychologist	781-326-7500 x 5104
Additional contact: Jeanne Bylsma	School Secretary	781-326-7500 x 5113

Post emergency planning is done by the school based CT and with the input IMT on an incident specific basis, as needed. Post Incident Support and clinical intervention is available via the Good Grief program located at Boston Medical Center Department of Pediatrics Good Grief Program Vose Hall, 40392 East Concord Street Boston, MA 02118 and reachable by phone at 617.414.4005 or 617.921.4008 Fax: 617.414.7915 and electronically at <http://www.bmc.org/pediatrics-goodgrief.htm>

The Westwood Public Schools provides training in de-escalation and crisis prevention and response via the Crisis Prevention and Intervention (CPI) program. There are six (6) staff members at the Preschool trained in this protocol who are able to be called upon in the event of an emergency.

Requirement Four: Describe how Emergency Medical Service Personnel will be directed to the Emergency Sites and to the available Rescue Equipment

Westwood EMS procedure is that responders immediately access the alarm and fire panel to determine the location of an incident. Similarly, the EMS access box with keys for each building is found in this location so that the fire staff can enter the building quickly.

All custodians are trained that post evacuation, they are to meet the emergency response personnel at the fire panel. The goal of this plan is to direct EMS personnel to the location identified on the fire panel location indicator is in the most efficient manner. Similarly if the panel shows the box or alarm that was pulled, the school-based staff will assist in interpreting this information in the most efficient manner possible.

In the event of a non-alarm response (i.e. call to 911) the caller should identify the location of the injury. The fire department and school system have developed shared maps via computer of the school buildings and all doors are numbered. The door number reference system is constantly monitored for accuracy and updated when needed.

The WPS is compliant with State laws requiring quarterly fire drills. Staff are directed to call 911 in any medical emergency and to follow direction from EMS. These procedures are documented in the IMT policy binder that is given to administrators, nurses, central office administrators and lead members of each crisis team. An ongoing dialogue related to continuous improvement and review of drills in place via quarterly IMT district wide meetings and ongoing communication. All elementary schools have a limited number of smaller radius radios for in building contact.

Requirement Five: Safety Precautions to Prevent Injuries in classrooms and on the faculties

To prevent injuries and accidents on school property, the school district proactively maintains and repairs facilities prior to the beginning of the school year and throughout the year. The Director of Business and Finance, Heath Petracca, and the Director of Operations, Ken Aries, collaborate with the Westwood Fire Department, the Westwood Building and Engineering Department, the Westwood Parks and Recreation Department, an independent playground inspector, and the custodian and maintenance team to inspect the buildings and provide repair, if necessary. Current inspection reports are maintained in the Business and Finance and Operations offices located at 220 Nahatan Street, Westwood, MA 02090.

Requirement Six: Methods of CPR and First Aid training for staff

WPS offers courses in First Aid, CPR and AED training to all staff. Attendance is voluntary. All coaches, nurses and the athletic trainer are required to be trained.

Staff at the building location who are trained in **CPR** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 5114 in the event of an emergency:

- Patricia Shores x5109
- Kristin Brennan x5116
- Dianne Anderson x5109
- Kathy Hanlon x5111

Staff at the building location who are trained in **First Aid** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x5114 (if other contact number used, it is listed) in the event of an emergency:

- Patricia Shores x5109
- Kristin Brennan x5116
- Dianne Anderson x5109
- Kathy Hanlon x5111

Staff at the building location who are trained in using the **AED** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 5114 activating the “D-Team” in the event of an emergency:

- Patricia Shores x5109
- Kristin Brennan x5116
- Dianne Anderson x5109
- Kathy Hanlon x5111

Requirement Seven: AED Location, Type and trained staff

School Name	Number of AEDs	Location
Preschool	1 located outside of gym	fixed
Deerfield Elementary	1 main lobby outside main office	fixed
Downey Elementary	1 main lobby	fixed
Hanlon Elementary	1	fixed
Martha Jones Elementary	1 located in lobby near gym	fixed
Sheehan Elementary	1	fixed
Thurston Middle School	2	fixed
Westwood High School	5 (one of which is portable)	both

The Preschool AED is located through the double doors outside the high school gym. The HS/MS Trainer has an additional AED which is portable. It is stored with the Trainer in his office or transported in a golf cart to every sporting event. Staff are trained in the use by building. All personnel have access to these devices at all times with the exception of the high school trainer's portable device, which is secured when stored. There are eleven AED's within the 8 school locations of the Westwood Public Schools. All AED's are centrally located or, in the case of the trainer, designed to be portable. The IMT continues to monitor their inspection, functioning and other related AED needs.

**Westwood Public Schools
Medical Emergency Response Plan
Deerfield Elementary School**

Contact Information

Superintendent Emily J. Parks
Westwood Public Schools
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1341

Specific School Information:

Deerfield Elementary School
72 Deerfield Avenue
Westwood, MA 02090
781-326-7500 x 8201
Principal Mr. Joshua C. Baumer

School Contact Person: Ken Aries

Director of Operations
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1304

Requirement One: Rapid Communication System

The District has established a rapid communication system as follows:

- Phone contact is conducted via normal phone lines via a common line (781-326-7500) and extension system
- Physical contact via driving to each site
- Principal has a school system provided cell phone with email/text capacities on a separate platform from the phone system
- School has an in-building PA system for rapid in building communication
- Many classrooms have phones with internal call/communication access and unrestricted 911 access
- A second phone line has been dropped into each building that identifies each building by location/address for the purpose of rapid and accurate identification via the centralized (fire and police) dispatch system
- School has a multi-channel Motorola radio with direct contact to police dispatch
- Director of Operations radio is multi channel with direct access to both police and fire
- The Westwood Public Schools has purchased *School Messenger*, which is a rapid communication system for phone/email/text contact with parents and guardians. All school principals have access to this service.

Requirement Two: Emergency Medical Service Response Times to Locations on the School Campus

- Staff are trained to call 911 for EMS response to each building.
- A Westwood Fire station is located on each side of the town with rapid response capabilities. Nearest station is the Westwood Central Fire Department located .5 miles away at 637 High Street, Westwood, MA
- Ambulance service is staffed by the Town of Westwood Fire Department staff.
- Mutual aide agreements are in place with several surrounding communities.

Requirement Three: List of Relevant Contacts and Telephone Numbers with Information related to when each Group is called

Westwood Public Schools has developed and maintains a District level Incident Management Team (IMT). This multi-disciplinary team is in place and consists of representatives of each of the 7 schools plus the Preschool which is housed on the Westwood High School campus, the Director of Student Services, Police representation is invited, Fire representation attends, and the IMT is chaired by the Director of Operations. This group is responsible for setting emergency procedures for the district, maintain open communication with Police and Fire, and create a forum for the ongoing review and revision of policies and trainings. These policies are codified in the IMT procedure binder, which is updated on an ongoing basis.

The Westwood Public Schools IMT for the 2017-2018 school year is composed of the following representatives from each building:

Name/Role	Office Phone
Ken Aries, Dir. of Operations, Chair	781-326-7500 X1304
Karen Poreda, High School Nurse	781-326-7500 X3353
Matt Kuklantz, Middle School Interim Assistant Principal	781-326-7500 X2335
Lori Brown, Sheehan School Nurse	781-326-7500 X7125
Ellen Nadeau, Downey School Nurse	781-326-7500 X8337
Dawnmarie Shu, Martha Jones School Nurse	781-326-7500 X6263
Leslie Davie, Hanlon School Nurse	781-326-7500 X7522
Judith Wine, Dept. Head/Physical Education/Health, Deerfield School	781-326-7500 X3351
Aprile Albertelli , Preschool Director	781-326-7500 X5114
Mike Reardon, Deputy Westwood Fire Dept.	781-326-3885
Abby Hanscom, Director of Student Services	781-326-7500 X1345
Nicole Haberman, High School Asst. Principal	781-326-7500 X3311

Judith Wine represents the Deerfield Elementary School and is responsible for bringing back the information from each meeting to the Principal. The nurse oversees the storage of EPI pens in the nurses' office and in the outside recess pack. Nurse DeAngelis has trained the entire Deerfield School staff in the use of the EPIpen.

Each school has a school-based Crisis Team (CT) to respond to individual building level issues and emergencies. This group is chaired by the building principal and staffed with relevant teaching staff, clinical staff and building support staff. The school based crisis team references the policies and procedures outlined in the IMT procedure manual to ensure consistent implementation of District policies.

The **Deerfield Elementary School Crisis Team** for the 2017-2018 school year is composed of the following staff:

Name	Role	Phone Number/Ext.
Joshua Baumer	Principal, Chair	781-326-7500 x 8201
Tricia DeAngelis, RN	School Nurse	781-326-7500 x 8202
Judith Wine	PE/Wellness Teacher	781-326-7500 x 8200
Kristine McDonald	Psychologist	781-326-7500 x 8200
Therese Hardy	Classroom Teacher	781-326-7500 x 8200
Additional contact: Michelle Miller	School Secretary	781-326-7500 x 8200

Post emergency planning is done by the school based CT and with the input IMT on an incident specific basis, as needed. Post Incident Support and clinical intervention is available via the Good Grief program located at Boston Medical Center Department of Pediatrics Good Grief Program Vose Hall, 40392 East Concord Street Boston, MA 02118 and reachable by phone at 617.414.4005 or 617.921.4008 Fax: 617.414.7915 and electronically at <http://www.bmc.org/pediatrics-goodgrief.htm>

The Westwood Public Schools provides training in de-escalation and crisis prevention and response via the Crisis Prevention and Intervention (CPI) program. There are 11 staff members at the Deerfield School trained in this protocol who are able to be called upon in the event of an emergency.

Requirement Four: Describe how Emergency Medical Service Personnel will be directed to the Emergency Sites and to the available Rescue Equipment

Westwood EMS procedure is that responders immediately access the alarm and fire panel to determine the location of an incident. Similarly, the EMS access box with keys for each building is found in this location so that the fire staff can enter the building quickly.

All custodians are trained that post evacuation, they are to meet the emergency response personnel at the fire panel. The goal of this plan is to direct EMS personnel to the location identified on the fire panel location indicator is in the most efficient manner. Similarly if the panel shows the box or alarm that was pulled, the school-based staff will assist in interpreting this information in the most efficient manner possible.

In the event of a non-alarm response (i.e. call to 911) the caller should identify the location of the injury. The fire department and school system have developed shared maps via computer of the school buildings and all doors are numbered. The door number reference system is constantly monitored for accuracy and updated when needed.

The WPS is compliant with State laws requiring quarterly fire drills. Staff are directed to call 911 in any medical emergency and to follow direction from EMS. These procedures are documented in the IMT policy binder that is given to administrators, nurses, central office administrators and lead members of each crisis team. An ongoing dialogue related to continuous improvement and review of drills in place via quarterly IMT district wide meetings and ongoing communication.

All elementary schools have a limited number of smaller radius radios for in building contact.

Requirement Five: Safety Precautions to Prevent Injuries in classrooms and on the faculties

To prevent injuries and accidents on school property, the school district proactively maintains and repairs facilities prior to the beginning of the school year and throughout the year. The Director of Business and Finance, Heath Petracca, and the Director of Operations, Ken Aries, collaborate with the Westwood Fire Department, the Westwood Building and Engineering Department, the Westwood Parks and Recreation Department, an independent playground inspector, and the custodian and maintenance team to inspect the buildings and provide repair, if necessary. Current inspection reports are maintained in the Business and Finance and Operations offices located at 220 Nahatan Street, Westwood, MA 02090.

Requirement Six: Methods of CPR and First Aid training for staff

WPS offers courses in First Aid, CPR and AED training to all staff. Attendance is voluntary. All coaches, nurses and the athletic trainer are required to be trained.

Staff at the building location who are trained in **CPR** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 8200 in the event of an emergency:

- Patricia DeAngelis x8202
- Judith Wine
- Robin Greene
- Lisa MacDonald
- Joshua Baumer

Staff at the building location who are trained in **First Aid** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x8200 (if other contact number used, it is listed) in the event of an emergency:

- Patricia DeAngelis x8202
- Julie Krass
- Robin Greene
- Lisa MacDonald
- Joshua Baumer

Staff at the building location who are trained in using the **AED** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 8200 activating the “D-Team” in the event of an emergency:

- Patricia DeAngelis x8202
- Judith Wine
- Robin Greene
- Lisa MacDonald
- Joshua Baumer

Requirement Seven: AED Location, Type and trained staff

School Name	Number of AEDs	Location
Preschool	1 located outside of gym	fixed
Deerfield Elementary	1 main lobby outside main office	fixed
Downey Elementary	1 main lobby	fixed
Hanlon Elementary	1	fixed
Martha Jones Elementary	1	fixed
Sheehan Elementary	1	fixed
Thurston Middle School	2	fixed
Westwood High School	5 (one of which is portable)	both

The Deerfield School AED is located in the main lobby outside the main office. The HS/MS Trainer has an additional AED which is portable. It is stored with the Trainer in his office or transported in a golf cart to every sporting event. Staff are trained in the use by building. All personnel have access to these devices at all times with the exception of the high school trainer's portable device, which is secured when stored. There are eleven AED's within the 8 school locations of the Westwood Public Schools. All AED's are centrally located or, in the case of the trainer, designed to be portable. The IMT continues to monitor their inspection, functioning and other related AED needs.

Westwood Public Schools
Medical Emergency Response Plan
Downey Elementary School

Contact Information

Superintendent Emily J. Parks
Westwood Public Schools
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1341

Specific School Information:

Downey Elementary School
250 Downey Street Westwood, MA 02090
781-326-7500 x 8386
Principal Debra Gallagher

School Contact Person: Ken Aries

Director of Operations
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1304

Requirement One: Rapid Communication System

The District has established a rapid communication system as follows:

- Phone contact is conducted via normal phone lines via a common line (781-326-7500) and extension system
- Physical contact via driving to each site
- Principal has a school system provided cell phone with email/text capacities on a separate platform from the phone system
- School has an in-building PA system for rapid in building communication
- Many classrooms have phones with internal call/communication access and unrestricted 911 access
- A second phone line has been dropped into each building that identifies each building by location/address for the purpose of rapid and accurate identification via the centralized (fire and police) dispatch system
- School has a multi-channel Motorola radio with direct contact to police dispatch
- Director of Operations radio is multi channel with direct access to both police and fire
- The Westwood Public Schools has purchased *School Messenger*, which is a rapid communication system for phone/email/text contact with parents and guardians. All school principals have access to this service.

Requirement Two: Emergency Medical Service Response Times to Locations on the School Campus

- Staff are trained to call 911 for EMS response to each building.
- A Westwood Fire station is located on each side of the town with rapid response capabilities. Nearest station is the Islington Fire Station located .93 mile from the school.
- Ambulance service is staffed by the Town of Westwood Fire Department staff.
- Mutual aide agreements are in place with several surrounding communities.

Requirement Three: List of Relevant Contacts and Telephone Numbers with Information related to when each Group is called

Westwood Public Schools has developed and maintains a District level Incident Management Team (IMT). This multi-disciplinary team is in place and consists of representatives of each of the 7 schools plus the Preschool which is housed on the Westwood High School campus, the Director of Student Services, Police representation is invited, Fire representation attends, and the IMT is chaired by the Director of Operations. This group is responsible for setting emergency procedures for the district, maintain open communication with Police and Fire, and create a forum for the ongoing review and revision of policies and trainings. These policies are codified in the IMT procedure binder, which is updated on an ongoing basis.

The **Westwood Public Schools IMT** for the 2017-2018 school year is composed of the following representatives from each building:

Name/Role	Office Phone
Ken Aries, Dir. of Operations, Chair	781-326-7500 X1304
Karen Poreda, High School Nurse	781-326-7500 X3353
Matt Kuklantz, Middle School Interim Assistant Principal	781-326-7500 X2335
Lori Brown, Sheehan School Nurse	781-326-7500 X7125
Ellen Nadeau, Downey School Nurse	781-326-7500 X8337
Dawnmarie Shu, Martha Jones School Nurse	781-326-7500 X6263
Leslie Davie, Hanlon School Nurse	781-326-7500 X7522
Judith Wine, Dept. Head/Physical Education/Health	781-326-7500 X3351
Aprile Albertelli , Preschool Director	781-326-7500 X5114
Mike Reardon, Deputy Westwood Fire Dept.	781-326-3885
Abby Hanscom, Director of Student Services	781-326-7500 X1345
Nicole Haberman, High School Asst. Principal	781-326-7500 X3311

Nurse Ellen Nadeau represents the Downey Elementary School and is responsible for bringing back the information from each meeting to the Principal. The nurse oversees the storage of EPI pens in the nurses' office and in the outside recess pack. Nurse Nadeau has trained the entire Downey School staff in the use of the EPIpen.

Each school has a school-based Crisis Team (CT) to respond to individual building level issues and emergencies. This group is chaired by the building principal and staffed with relevant teaching staff, clinical staff and building support staff. The school based crisis team references the policies and procedures outlined in the IMT procedure manual to ensure consistent implementation of District policies.

The **Downey Elementary School Crisis Team** for the 2017-2018 school year is composed of the following staff:

Name	Role	Phone Number/Ext.
Debra Gallagher	Principal, Chair	781-326-7500 x 8300
Ellen Nadeau, RN	School Nurse	781-326-7500 x 8337
Diane Carde	Administrative Assistant	781-326-7500 x 8386
Jodi DiNatale	Psychologist	781-326-7500 x 8319
Ed Menghi	Special Education Teacher	781-326-7500 x 8300
Dani Moriarty	Custodian	781-326-7500 x 8300
Michellen Hone	PE Teacher	781-326-7500 x 8300

Post emergency planning is done by the school based CT and with the input IMT on an incident specific basis, as needed. Post Incident Support and clinical intervention is available via the Good Grief program located at Boston Medical Center Department of Pediatrics Good Grief Program Vose Hall, 40392 East Concord Street Boston, MA 02118 and reachable by phone at 617.414.4005 or 617.921.4008 Fax: 617.414.7915 and electronically at <http://www.bmc.org/pediatrics-goodgrief.htm>

The Westwood Public Schools provides training in de-escalation and crisis prevention and response via the Crisis Prevention and Intervention (CPI) program. There are 12 staff members at the Downey School trained in this protocol who are able to be called upon in the event of an emergency.

Requirement Four: Describe how Emergency Medical Service Personnel will be directed to the Emergency Sites and to the available Rescue Equipment

Westwood EMS procedure is that responders immediately access the alarm and fire panel to determine the location of an incident. Similarly, the EMS access box with keys for each building is found in this location so that the fire staff can enter the building quickly.

All custodians are trained that post evacuation, they are to meet the emergency response personnel at the fire panel. The goal of this plan is to direct EMS personnel to the location identified on the fire panel location indicator is in the most efficient manner. Similarly if the panel shows the box or alarm that was pulled, the school-based staff will assist in interpreting this information in the most efficient manner possible.

In the event of a non-alarm response (i.e. call to 911) the caller should identify the location of the injury. The fire department and school system have developed shared maps via computer of the school buildings and all doors are numbered. The door number reference system is constantly monitored for accuracy and updated when needed.

The WPS is compliant with State laws requiring quarterly fire drills. Staff are directed to call 911 in any medical emergency and to follow direction from EMS. These procedures are documented in the IMT policy binder that is given to administrators, nurses, central office administrators and lead members of each crisis team. An ongoing dialogue related to continuous improvement and review of drills in place via quarterly IMT district wide meetings and ongoing communication.

All elementary schools have a limited number of smaller radius radios for in building contact.

Requirement Five: Safety Precautions to Prevent Injuries in classrooms and on the faculties

To prevent injuries and accidents on school property, the school district proactively maintains and repairs facilities prior to the beginning of the school year and throughout the year. The Director of Business and Finance, Heath Petracca, and the Director of Operations, Ken Aries, collaborate with the Westwood Fire Department, the Westwood Building and Engineering Department, the Westwood Parks and Recreation Department, an independent playground inspector, and the custodian and maintenance team to inspect the buildings and provide repair, if necessary. Current inspection reports are maintained in the Business and Finance and Operations offices located at 220 Nahatan Street, Westwood, MA 02090.

Requirement Six: Methods of CPR and First Aid training for staff

WPS offers courses in First Aid, CPR and AED training to all staff. Attendance is voluntary. All coaches, nurses and the athletic trainer are required to be trained.

Staff at the building location who are trained in **CPR** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 8301 in the event of an emergency:

- Jen Shea
- Betty Sanfilippo
- Noreen O’Grady
- Jodi Di Natale
- Ellen Nadeau
- Joel Yennior
- Lori Labedz
- Jocelyn Wallach
- Caitlin Guidman
- Ed Menghi
- Nancy Williamson
- Judy Kress

Staff at the building location who are trained in **First Aid** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 8301 in the event of an emergency:

- Jen Shea
- Deb Gallagher
- Betty Sanfilippo
- Noreen O’Grady
- Jodi Di Natale
- Ellen Nadeau

Staff at the building location who are trained in using the **AED** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 8301 activating the “D-Team” in the event of an emergency:

- Jen Shea
- Deb Gallagher
- Betty Sanfilippo
- Noreen O’Grady
- Jodi Di Natale
- Ellen Nadeau

Requirement Seven: AED Location, Type and trained staff

School Name	Number of AEDs	Location
Preschool	1 located outside of gym	fixed
Deerfield Elementary	1	fixed
Downey Elementary	1	fixed
Hanlon Elementary	1	fixed
Martha Jones Elementary	1	fixed
Sheehan Elementary	1	fixed
Thurston Middle School	2	fixed
Westwood High School	5 (one of which is portable)	both

The Downey School AED is located in the front lobby of the school outside the gymnasium. The HS/MS Trainer has an additional AED which is portable. It is stored with the Trainer in his office or transported in a golf cart to every sporting event. Staff are trained in the use by building. All personnel have access to these devices at all times with the exception of the high school trainer's portable device, which is secured when stored. There are eleven AED's within the 8 school locations of the Westwood Public Schools. All AED's are centrally located or, in the case of the trainer, designed to be portable. The IMT continues to monitor their inspection, functioning and other related AED needs.

Westwood Public Schools
Medical Emergency Response Plan
Paul R. Hanlon Elementary School

Contact Information

Superintendent Emily J. Parks
Westwood Public Schools
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1341

Specific School Information:

Paul R. Hanlon Elementary School
790 Gay Street Westwood, MA 02090
781-326-7500 x 8424
Principal: Sarah Cronin

School Contact Person: Ken Aries

Director of Operations
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1304

Requirement One: Rapid Communication System

The District has established a rapid communication system as follows:

- Phone contact is conducted via normal phone lines via a common line (781-326-7500) and extension system
- Physical contact via driving to each site
- Principal has a school system provided cell phone with email/text capacities on a separate platform from the phone system
- School has an in-building PA system for rapid in building communication
- Many classrooms have phones with internal call/communication access and unrestricted 911 access
- A second phone line has been dropped into each building that identifies each building by location/address for the purpose of rapid and accurate identification via the centralized (fire and police) dispatch system
- School has a multi-channel Motorola radio with direct contact to police dispatch
- Director of Operations radio is multi channel with direct access to both police and fire
- The Westwood Public Schools has purchased *School Messenger*, which is a rapid communication system for phone/email/text contact with parents and guardians. All school principals have access to this service.

Requirement Two: Emergency Medical Service Response Times to Locations on the School Campus

- Staff are trained to call 911 for EMS response to each building.
- A Westwood Fire station is located on each side of the town with rapid response capabilities. Nearest station is the Islington Fire Station located 1.0 mile from the school.
- Ambulance service is staffed by the Town of Westwood Fire Department staff.
- Mutual aid agreements are in place with several surrounding communities.

Requirement Three: List of Relevant Contacts and Telephone Numbers with Information related to when each Group is called

Westwood Public Schools has developed and maintains a District level Incident Management Team (IMT). This multi-disciplinary team is in place and consists of representatives of each of the 7 schools plus the Preschool which is housed on the Westwood High School campus, the Director of Student Services, Police representation is invited, Fire representation attends, and the IMT is chaired by the Director of Operations. This group is responsible for setting emergency procedures for the district, maintain open communication with Police and Fire, and create a forum for the ongoing review and revision of policies and trainings. These policies are codified in the IMT procedure binder, which is updated on an ongoing basis.

The **Westwood Public Schools IMT** for the 2017-2018 school year is composed of the following representatives from each building:

Name/Role	Office Phone
Ken Aries, Dir. of Operations, Chair	781-326-7500 X1304
Karen Poreda, High School Nurse	781-326-7500 X3353
Matt Kuklantz, Middle School Interim Assistant Principal	781-326-7500 X2335
Lori Brown, Sheehan School Nurse	781-326-7500 X7125
Ellen Nadeau, Downey School Nurse	781-326-7500 X8337
Dawnmarie Shu, Martha Jones School Nurse	781-326-7500 X6263
Leslie Davie, Hanlon School Nurse	781-326-7500 X7522
Judith Wine, Dept. Head/Physical Education/Health	781-326-7500 X3351
Aprile Albertelli , Preschool Director	781-326-7500 X5114
Mike Reardon, Deputy Westwood Fire Dept.	781-326-3885
Abby Hanscom, Director of Student Services	781-326-7500 X1345
Nicole Haberman, High School Asst. Principal	781-326-7500 X3311

Nurse Leslie Davie represents the Hanlon Elementary School and is responsible for bringing back the information from each meeting to the Principal. The nurse oversees the storage of EPI pens in the nurse's office and in the kitchen. Nurse Davie has trained fourteen (14) Hanlon School staff in the use of the EPIpen.

Each school has a school-based Crisis Team (CT) to respond to individual building level issues and emergencies. This group is chaired by the building principal and staffed with relevant teaching staff, clinical staff and building support staff. The school based crisis team references the policies and procedures outlined in the IMT procedure manual to ensure consistent implementation of District policies.

The **Hanlon Elementary School Crisis Team** for the 2017-2018 school year is composed of the following staff:

Name	Role	Phone Number/Ext.
Sarah Cronin	Principal, Chair	781-326-7500 x 7520
Leslie Davie, RN	School Nurse	781-326-7500 x 7522
Anny Goldstein	Administrative Assistant	781-326-7500 x 7521
Melissa Berkowitz	Psychologist	781-326-7500 x 7523
Emily Kessel	Special Education Teacher	781-326-7500 x 7527
Barbara Silverstein	Librarian/ Lead Teacher	781-326-7500 x 7508
Mike Patjane	Custodian	781-326-7500 x 7521

Post emergency planning is done by the school based CT and with the input IMT on an incident specific basis, as needed. Post Incident Support and clinical intervention is available via the Good Grief program located at Boston Medical Center Department of Pediatrics Good Grief Program Vose Hall, 40392 East Concord Street Boston, MA 02118 and reachable by phone at 617.414.4005 or 617.921.4008 Fax: 617.414.7915 and electronically at <http://www.bmc.org/pediatrics-goodgrief.htm>

The Westwood Public Schools provides training in de-escalation and crisis prevention and response via the Crisis Prevention and Intervention (CPI) program. There are eight (8) staff members at the Hanlon School trained in this protocol who are able to be called upon in the event of an emergency.

Requirement Four: Describe how Emergency Medical Service Personnel will be directed to the Emergency Sites and to the available Rescue Equipment

Westwood EMS procedure is that responders immediately access the alarm and fire panel to determine the location of an incident. Similarly, the EMS access box with keys for each building is found in this location so that the fire staff can enter the building quickly.

All custodians are trained that post evacuation, they are to meet the emergency response personnel at the fire panel. The goal of this plan is to direct EMS personnel to the location identified on the fire panel location indicator is in the most efficient manner. Similarly if the panel shows the box or alarm that was pulled, the school-based staff will assist in interpreting this information in the most efficient manner possible.

In the event of a non-alarm response (i.e. call to 911) the caller should identify the location of the injury. The fire department and school system have developed shared maps via computer of the school buildings and all doors are numbered. The door number reference system is constantly monitored for accuracy and updated when needed.

The WPS is compliant with State laws requiring quarterly fire drills. Staff are directed to call 911 in any medical emergency and to follow direction from EMS. These procedures are documented in the IMT policy binder that is given to administrators, nurses, central office administrators and lead members of each crisis team. An ongoing dialogue related to continuous improvement and review of drills in place via quarterly IMT district wide meetings and ongoing communication. All elementary schools have a limited number of smaller radius radios for in building contact.

Requirement Five: Safety Precautions to Prevent Injuries in classrooms and on the faculties

To prevent injuries and accidents on school property, the school district proactively maintains and repairs facilities prior to the beginning of the school year and throughout the year. The Director of Business and Finance, Heath Petracca, and the Director of Operations, Ken Aries, collaborate with the Westwood Fire Department, the Westwood Building and Engineering Department, the Westwood Parks and Recreation Department, an independent playground inspector, and the custodian and maintenance team to inspect the buildings and provide repair, if necessary. Current inspection reports are maintained in the Business and Finance and Operations offices located at 220 Nahatan Street, Westwood, MA 02090.

Requirement Six: Methods of CPR and First Aid training for staff

WPS offers courses in First Aid, CPR and AED training to all staff. Attendance is voluntary. All coaches, nurses and the athletic trainer are required to be trained.

Staff at the building location who are trained in **CPR** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 7520 in the event of an emergency:

- Rosanna Patterson x7520
- Barbara Silverstein x7508
- Elizabeth O'Neil x7523
- Melissa Berkowitz x7523
- Sheera Lader x7518
- Katelyn Pickering x7516
- Varsha Bhide x7501
- Lori Labdez located in the gymnasium
- Joel Yennior located in the gymnasium

Staff at the building location who are trained in **First Aid** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 7520 in the event of an emergency:

- Rosanna Patterson x7520
- Barbara Silverstein x7508
- Elizabeth O'Neil x7523
- Melissa Berkowitz x7523
- Sheera Lader x7518
- Katelyn Pickering x7516
- Varsha Bhide x7501
- Lori Labdez located in the gymnasium
- Joel Yennior located in the gymnasium

Staff at the building location who are trained in using the **AED** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 8301 activating the “D-Team” in the event of an emergency:

- Rosanna Patterson x7520
- Barbara Silverstein x7508
- Elizabeth O’Neil x7523
- Melissa Berkowitz x7523
- Sheera Lader x7518
- Katelyn Pickering x7516
- Varsha Bhide x7501
- Lori Labdez located in the gymnasium
- Joel Yennior located in the gymnasium

Requirement Seven: AED Location, Type and trained staff

School Name	Number of AEDs	Location
Preschool	1 located outside of gym	fixed
Deerfield Elementary	1	fixed
Downey Elementary	1	fixed
Hanlon Elementary	1	fixed
Martha Jones Elementary	1	fixed
Sheehan Elementary	1	fixed
Thurston Middle School	2	fixed
Westwood High School	5 (one of which is portable)	both

The Hanlon School AED is located in the front lobby of the school outside the gymnasium. The HS/MS Trainer has an additional AED, which is portable. It is stored with the Trainer in his office or transported in a golf cart to every sporting event. Staff are trained in the use by building. All personnel have access to these devices at all times with the exception of the high school trainer’s portable device, which is secured when stored. There are eleven AED’s within the 8 school locations of the Westwood Public Schools. All AED’s are centrally located or, in the case of the trainer, designed to be portable. The IMT continues to monitor their inspection, functioning and other related AED needs.

Westwood Public Schools
Medical Emergency Response Plan
Martha Jones Elementary School

Contact Information

Superintendent Emily J. Parks
Westwood Public Schools
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1341

Specific School Information:

Martha Jones Elementary School
80 Martha Jones Road Westwood, MA 02090
781-326-7500 x 6321
Principal Donna Tobin

School Contact Person: Ken Aries

Director of Operations
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1304

Requirement One: Rapid Communication System

The District has established a rapid communication system as follows:

- Phone contact is conducted via normal phone lines via a common line (781-326-7500) and extension system
- Physical contact via driving to each site
- Principal has a school system provided cell phone with email/text capacities on a separate platform from the phone system
- School has an in-building PA system for rapid in building communication
- Many classrooms have phones with internal call/communication access and unrestricted 911 access
- A second phone line has been dropped into each building that identifies each building by location/address for the purpose of rapid and accurate identification via the centralized (fire and police) dispatch system
- School has a multi-channel Motorola radio with direct contact to police dispatch
- Director of Operations radio is multi channel with direct access to both police and fire
- The Westwood Public Schools has purchased *School Messenger*, which is a rapid communication system for phone/email/text contact with parents and guardians. All school principals have access to this service.

Requirement Two: Emergency Medical Service Response Times to Locations on the School Campus

- Staff are trained to call 911 for EMS response to each building.
- A Westwood Fire station is located on each side of the town with rapid response capabilities. Nearest station is the High Street Central Fire Station located 1.96 miles from the school.
- Ambulance service is staffed by the Town of Westwood Fire Department staff.
- Mutual aide agreements are in place with several surrounding communities.

Requirement Three: List of Relevant Contacts and Telephone Numbers with Information related to when each Group is called

Westwood Public Schools has developed and maintains a District level Incident Management Team (IMT). This multi-disciplinary team is in place and consists of representatives of each of the 7 schools plus the Preschool which is housed on the Westwood High School campus, the Director of Student Services, Police representation is invited, Fire representation attends, and the IMT is chaired by the Director of Operations. This group is responsible for setting emergency procedures for the district, maintain open communication with Police and Fire, and create a forum for the ongoing review and revision of policies and trainings. These policies are codified in the IMT procedure binder, which is updated on an ongoing basis.

The **Westwood Public Schools IMT** for the 2017-2018 school year is composed of the following representatives from each building:

Name/Role	Office Phone
Ken Aries, Dir. of Operations, Chair	781-326-7500 X1304
Karen Poreda, High School Nurse	781-326-7500 X3353
Matt Kuklantz, Middle School Interim Assistant Principal	781-326-7500 X2335
Lori Brown, Sheehan School Nurse	781-326-7500 X7125
Ellen Nadeau, Downey School Nurse	781-326-7500 X8337
Dawnmarie Shu, Martha Jones School Nurse	781-326-7500 X6263
Leslie Davie, Hanlon School Nurse	781-326-7500 X7522
Judith Wine, Dept. Head/Physical Education/Health	781-326-7500 X3351
Aprile Albertelli , Preschool Director	781-326-7500 X5114
Mike Reardon, Deputy Westwood Fire Dept.	781-326-3885
Abby Hanscom, Director of Student Services	781-326-7500 X1345
Nicole Haberman, High School Asst. Principal	781-326-7500 X3311

Nurse Dawnmarie Shu represents the Martha Jones Elementary School and is responsible for bringing back the information from each meeting to the Principal. The nurse oversees the storage of EPI pens in the nurses' office and in individual student classrooms. Nurse Shu has trained five (5) Martha Jones School staff in the use of the EPIpen.

Each school has a school-based Crisis Team (CT) to respond to individual building level issues and emergencies. This group is chaired by the building principal and staffed with relevant teaching staff, clinical staff and building support staff. The school based crisis team references the policies and procedures outlined in the IMT procedure manual to ensure consistent implementation of District policies.

The **Martha Jones Elementary School Crisis Team** for the 2017- 2018 school year is composed of the following staff:

Name	Role	Phone Number/Ext.
Donna Tobin	Principal, Chair	781-326-7500 x 6262
Dawnmarie Shu, RN	School Nurse	781-326-7500 x 6263
Diane Santangelo	Administrative Assistant	781-326-7500 x 6261
Kristal O'Connell	Psychologist	781-326-7500 x 6261
Mary Jane Pontes	Lead Teacher	781-326-7500 x 6261
Patrick Foley	Physical Education Teacher	781-326-7500 x 6261
Bill Smith	Custodian	781-326-7500 x 6261

Post emergency planning is done by the school based CT and with the input IMT on an incident specific basis, as needed. Post Incident Support and clinical intervention is available via the Good Grief program located at Boston Medical Center Department of Pediatrics Good Grief Program Vose Hall, 40392 East Concord Street Boston, MA 02118 and reachable by phone at 617.414.4005 or 617.921.4008 Fax: 617.414.7915 and electronically at <http://www.bmc.org/pediatrics-goodgrief.htm>

The Westwood Public Schools provides training in de-escalation and crisis prevention and response via the Crisis Prevention and Intervention (CPI) program. There are two (2) staff members at the Martha Jones School trained in this protocol who are able to be called upon in the event of an emergency.

Requirement Four: Describe how Emergency Medical Service Personnel will be directed to the Emergency Sites and to the available Rescue Equipment

Westwood EMS procedure is that responders immediately access the alarm and fire panel to determine the location of an incident. Similarly, the EMS access box with keys for each building is found in this location so that the fire staff can enter the building quickly.

All custodians are trained that post evacuation, they are to meet the emergency response personnel at the fire panel. The goal of this plan is to direct EMS personnel to the location identified on the fire panel location indicator is in the most efficient manner. Similarly if the panel shows the box or alarm that was pulled, the school-based staff will assist in interpreting this information in the most efficient manner possible.

In the event of a non-alarm response (i.e. call to 911) the caller should identify the location of the injury. The fire department and school system have developed shared maps via computer of the school buildings and all doors are numbered. The door number reference system is constantly monitored for accuracy and updated when needed.

The WPS is compliant with State laws requiring quarterly fire drills. Staff are directed to call 911 in any medical emergency and to follow direction from EMS. These procedures are documented in the IMT policy binder that is given to administrators, nurses, central office administrators and lead members of each crisis team. An ongoing dialogue related to continuous improvement and review of drills in place via quarterly IMT district wide meetings and ongoing communication.

All elementary schools have a limited number of smaller radius radios for in building contact.

Requirement Five: Safety Precautions to Prevent Injuries in classrooms and on the faculties

To prevent injuries and accidents on school property, the school district proactively maintains and repairs facilities prior to the beginning of the school year and throughout the year. The Director of Business and Finance, Heath Petracca, and the Director of Operations, Ken Aries, collaborate with the Westwood Fire Department, the Westwood Building and Engineering Department, the Westwood Parks and Recreation Department, an independent playground inspector, and the custodian and maintenance team to inspect the buildings and provide repair, if necessary. Current inspection reports are maintained in the Business and Finance and Operations offices located at 220 Nahatan Street, Westwood, MA 02090.

Requirement Six: Methods of CPR and First Aid training for staff

WPS offers courses in First Aid, CPR and AED training to all staff. Attendance is voluntary. All coaches, nurses and the athletic trainer are required to be trained.

Staff at the building location who are trained in **CPR** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 6261 in the event of an emergency:

- Dawnmarie Shu
- Maggie Mulhern
- Patrick Foley
- Chris Layton
- Marisa Wyler
- Kate Eysie

Staff at the building location who are trained in **First Aid** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 6261 in the event of an emergency:

- Dawnmarie Shu
- Maggie Mulhern
- Patrick Foley
- Chris Layton
- Marisa Wyler
- Kate Eysie

Staff at the building location who are trained in using the **AED** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 6261 activating the “D-Team” in the event of an emergency:

- Dawnmarie Shu
- Maggie Mulhern
- Patrick Foley
- Chris Layton
- Marisa Wyler
- Kate Eysie

Requirement Seven: AED Location, Type and trained staff

School Name	Number of AEDs	Location
Preschool	1 located outside of gym	fixed
Deerfield Elementary	1	fixed
Downey Elementary	1	fixed
Hanlon Elementary	1	fixed
Martha Jones Elementary	1 in main lobby to right of gym entrance/door	fixed
Sheehan Elementary	1	fixed
Thurston Middle School	2	fixed
Westwood High School	5 (one of which is portable)	both

The Martha Jones School AED is located in the front lobby of the school outside the gymnasium. The HS/MS Trainer has an additional AED, which is portable. It is stored with the Trainer in his office or transported in a golf cart to every sporting event. Staff are trained in the use by building. All personnel have access to these devices at all times with the exception of the high school trainer's portable device, which is secured when stored. There are eleven AED's within the 8 school locations of the Westwood Public Schools. All AED's are centrally located or, in the case of the trainer, designed to be portable. The IMT continues to monitor their inspection, functioning and other related AED needs.

Westwood Public Schools
Medical Emergency Response Plan
Sheehan Elementary School

Contact Information

Superintendent Emily J. Parks
Westwood Public Schools
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1341

Specific School Information:

Sheehan Elementary School
549 Pond Street Westwood, MA 02090
781-326-7500 x7100
Principal Kristen Evans

School Contact Person: Ken Aries

Director of Operations
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1304

Requirement One: Rapid Communication System

The District has established a rapid communication system as follows:

- Phone contact is conducted via normal phone lines via a common line (781-326-7500) and extension system
- Physical contact via driving to each site
- Principal has a school system provided cell phone with email/text capacities on a separate platform from the phone system
- School has an in-building PA system for rapid in building communication
- Many classrooms have phones with internal call/communication access and unrestricted 911 access
- A second phone line has been dropped into each building that identifies each building by location/address for the purpose of rapid and accurate identification via the centralized (fire and police) dispatch system
- School has a multi-channel Motorola radio with direct contact to police dispatch
- Director of Operations radio is multi channel with direct access to both police and fire
- The Westwood Public Schools has purchased *School Messenger*, which is a rapid communication system for phone/email/text contact with parents and guardians. All school principals have access to this service.

Requirement Two: Emergency Medical Service Response Times to Locations on the School Campus

- Staff are trained to call 911 for EMS response to each building.
- A Westwood Fire station is located on each side of the town with rapid response capabilities. Nearest station is the High Street Central Fire Station located 1.68 miles from the school.
- Ambulance service is staffed by the Town of Westwood Fire Department staff.
- Mutual aide agreements are in place with several surrounding communities.

Requirement Three: List of Relevant Contacts and Telephone Numbers with Information related to when each Group is called

Westwood Public Schools has developed and maintains a District level Incident Management Team (IMT). This multi-disciplinary team is in place and consists of representatives of each of the 7 schools plus the Preschool which is housed on the Westwood High School campus, the Director of Student Services, Police representation is invited, Fire representation attends, and the IMT is chaired by the Director of Operations. This group is responsible for setting emergency procedures for the district, maintain open communication with Police and Fire, and create a forum for the ongoing review and revision of policies and trainings. These policies are codified in the IMT procedure binder, which is updated on an ongoing basis.

The **Westwood Public Schools IMT** for the 2017-2018 school year is composed of the following representatives from each building:

Name/Role	Office Phone
Ken Aries, Dir. of Operations, Chair	781-326-7500 X1304
Karen Poreda, High School Nurse	781-326-7500 X3353
Matt Kuklantz, Middle School Interim Assistant Principal	781-326-7500 X2335
Lori Brown, Sheehan School Nurse	781-326-7500 X7125
Ellen Nadeau, Downey School Nurse	781-326-7500 X8337
Dawnmarie Shu, Martha Jones School Nurse	781-326-7500 X6263
Leslie Davie, Hanlon School Nurse	781-326-7500 X7522
Judith Wine, Dept. Head/Physical Education/Health	781-326-7500 X3351
Aprile Albertelli , Preschool Director	781-326-7500 X5114
Mike Reardon, Deputy Westwood Fire Dept.	781-326-3885
Abby Hanscom, Director of Student Services	781-326-7500 X1345
Nicole Haberman, High School Asst. Principal	781-326-7500 X3311

Nurse Lori Brown represents the Sheehan Elementary School and is responsible for bringing back the information from each meeting to the Principal. The nurse oversees the storage of EPI pens in the nurses' office, cafeteria, Tracey Truman's room # 004, Paul Grenham's room #104 and Christine Riley's room #018. Nurse Brown has trained the entire Sheehan school staff in the use of the EPIpen.

Each school has a school-based Crisis Team (CT) to respond to individual building level issues and emergencies. This group is chaired by the building principal and staffed with relevant teaching staff, clinical staff and building support staff. The school based crisis team references the policies and procedures outlined in the IMT procedure manual to ensure consistent implementation of District policies.

The **Sheehan Elementary School Crisis Team** for the 2017-2018 school year is composed of the following staff:

Name	Role	Phone Number/Ext.
Kristen Evans	Principal, Chair	781-326-7500 x 7123
Lori Brown, RN	School Nurse	781-326-7500 x 7125
Dan McNabb	Special Education Teacher	781-326-7500 x 7120
Eileen Erwin	Administrative Assistant	781-326-7500 x 7120/7121
Sue Mastromattei	Custodian	781-326-7500 x 7120
Lindsay Berube	Assistant	781-326-7500 x 7120
Jenna Leavitt	Psychologist	781-326-7500 x 7120
Paul Grenham	Classroom Teacher	781-326-7500 x 7120
Caitlin Dunn	Classroom Teacher	781-326-7500 x 7120
Doreen Cusick	Classroom Teacher	781-326-7500 x 7120
Mary Comer	Technology Specialist	781-326-7500 x 7120

Post emergency planning is done by the school based CT and with the input IMT on an incident specific basis, as needed. Post Incident Support and clinical intervention is available via the Good Grief program located at Boston Medical Center Department of Pediatrics Good Grief Program Vose Hall, 40392 East Concord Street Boston, MA 02118 and reachable by phone at 617.414.4005 or 617.921.4008 Fax: 617.414.7915 and electronically at <http://www.bmc.org/pediatrics-goodgrief.htm>

The Westwood Public Schools provides training in de-escalation and crisis prevention and response via the Crisis Prevention and Intervention (CPI) program. There are three (3) staff members at the Sheehan School trained in this protocol who are able to be called upon in the event of an emergency.

Requirement Four: Describe how Emergency Medical Service Personnel will be directed to the Emergency Sites and to the available Rescue Equipment

Westwood EMS procedure is that responders immediately access the alarm and fire panel to determine the location of an incident. Similarly, the EMS access box with keys for each building is found in this location so that the fire staff can enter the building quickly.

All custodians are trained that post evacuation, they are to meet the emergency response personnel at the fire panel. The goal of this plan is to direct EMS personnel to the location identified on the fire panel location indicator is in the most efficient manner. Similarly if the panel shows the box or alarm that was pulled, the school-based staff will assist in interpreting this information in the most efficient manner possible.

In the event of a non-alarm response (i.e. call to 911) the caller should identify the location of the injury. The fire department and school system have developed shared maps via computer of the school buildings and all doors are numbered. The door number reference system is constantly monitored for accuracy and updated when needed.

The WPS is compliant with State laws requiring quarterly fire drills. Staff are directed to call 911 in any medical emergency and to follow direction from EMS. These procedures are documented in the IMT policy binder that is given to administrators, nurses, central office administrators and lead members of each crisis team. An ongoing

dialogue related to continuous improvement and review of drills in place via quarterly IMT district wide meetings and ongoing communication.

All elementary schools have a limited number of smaller radius radios for in building contact.

Requirement Five: Safety Precautions to Prevent Injuries in classrooms and on the faculties

To prevent injuries and accidents on school property, the school district proactively maintains and repairs facilities prior to the beginning of the school year and throughout the year. The Director of Business and Finance, Heath Petracca, and the Director of Operations, Ken Aries, collaborate with the Westwood Fire Department, the Westwood Building and Engineering Department, the Westwood Parks and Recreation Department, an independent playground inspector, and the custodian and maintenance team to inspect the buildings and provide repair, if necessary. Current inspection reports are maintained in the Business and Finance and Operations offices located at 220 Nahatan Street, Westwood, MA 02090.

Requirement Six: Methods of CPR and First Aid training for staff

WPS offers courses in First Aid, CPR and AED training to all staff. Attendance is voluntary. All coaches, nurses and the athletic trainer are required to be trained.

Staff at the building location who are trained in **CPR** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 7120 in the event of an emergency:

- Eileen West
- Karlyn Lazazzero
- Joel Yennior
- Erica Yennior
- Anita DeSnyder
- Jen Cook
- Matt Hagel
- Tracey Truman
- Denise Petrucci
- Amy Montiero
- Lori DeAngelis

Staff at the building location who are trained in **First Aid** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 7120 in the event of an emergency:

- Eileen West
- Karlyn Lazazzero
- Joel Yennior
- Erica Yennior
- Anita DeSnyder
- Jen Cook
- Matt Hagel
- Tracey Truman
- Denise Petrucci
- Amy Montiero
- Lori DeAngelis

Staff at the building location who are trained in using the **AED** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 7120 activating the “D-Team” in the event of an emergency:

- Eileen West
- Karlyn Lazazzero
- Joel Yennior
- Erica Yennior
- Anita DeSnyder
- Jen Cook
- Matt Hagel
- Tracey Truman
- Denise Petrucci
- Amy Montiero
- Lori DeAngelis

Requirement Seven: AED Location, Type and trained staff

School Name	Number of AEDs	Location
Preschool	1 located outside of gym	fixed
Deerfield Elementary	1 main lobby by main office	fixed
Downey Elementary	1 main lobby by gym	fixed
Hanlon Elementary	1main lobby	fixed
Martha Jones Elementary	1 in main lobby to right of gym entrance/door	fixed
Sheehan Elementary	1 cafeteria/gym lobby	fixed
Thurston Middle School	2	fixed
Westwood High School	5 (one of which is portable)	both

The Sheehan AED is located in the front lobby of the school outside the gymnasium/cafeteria The HS/MS Trainer has an additional AED, which is portable. It is stored with the Trainer in his office or transported in a golf cart to every sporting event. Staff are trained in the use by building. All personnel have access to these devices at all times with the exception of the high school trainer’s portable device, which is secured when stored. There are eleven AED’s within the 8 school locations of the Westwood Public Schools. All AED’s are centrally located or, in the case of the trainer, designed to be portable. The IMT continues to monitor their inspection, functioning and other related AED needs.

Westwood Public Schools
Medical Emergency Response Plan
E.W. Thurston Middle School

Contact Information

Superintendent Emily J. Parks
Westwood Public Schools
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1341

Specific School Information:

E. W. Thurston Middle School
850 High Street Westwood, MA 02090
781-326-7500 x2336
Interim Principal Zeffro Gianetti

School Contact Person: Ken Aries

Director of Operations
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1304

Requirement One: Rapid Communication System

The District has established a rapid communication system as follows:

- Phone contact is conducted via normal phone lines via a common line (781-326-7500) and extension system
- Physical contact via driving to each site
- Principal has a school system provided cell phone with email/text capacities on a separate platform from the phone system
- School has an in-building PA system for rapid in building communication
- Many classrooms have phones with internal call/communication access and unrestricted 911 access
- A second phone line has been dropped into each building that identifies each building by location/address for the purpose of rapid and accurate identification via the centralized (fire and police) dispatch system
- School has a multi-channel Motorola radio with direct contact to police dispatch
- Director of Operations radio is multi channel with direct access to both police and fire
- The Westwood Public Schools has purchased *School Messenger*, which is a rapid communication system for phone/email/text contact with parents and guardians. All school principals have access to this service.

Requirement Two: Emergency Medical Service Response Times to Locations on the School Campus

- Staff are trained to call 911 for EMS response to each building.
- A Westwood Fire station is located on each side of the town with rapid response capabilities. Nearest station is the High Street Central Fire Station located .46 miles from the school.
- Ambulance service is staffed by the Town of Westwood Fire Department staff.
- Mutual aide agreements are in place with several surrounding communities.

Requirement Three: List of Relevant Contacts and Telephone Numbers with Information related to when each Group is called

Westwood Public Schools has developed and maintains a District level Incident Management Team (IMT). This multi-disciplinary team is in place and consists of representatives of each of the 7 schools plus the Preschool which is housed on the Westwood High School campus, the Director of Student Services, Police representation is invited, Fire representation attends, and the IMT is chaired by the Director of Operations. This group is responsible for setting emergency procedures for the district, maintain open communication with Police and Fire, and create a forum for the ongoing review and revision of policies and trainings. These policies are codified in the IMT procedure binder, which is updated on an ongoing basis.

The **Westwood Public Schools IMT** for the 2017-2018 school year is composed of the following representatives from each building:

Name/Role	Office Phone
Ken Aries, Dir. of Operations, Chair	781-326-7500 X1304
Karen Poreda, High School Nurse	781-326-7500 X3353
Matt Kuklantz, Middle School Interim Assistant Principal	781-326-7500 X2335
Lori Brown, Sheehan School Nurse	781-326-7500 X7125
Ellen Nadeau, Downey School Nurse	781-326-7500 X8337
Dawnmarie Shu, Martha Jones School Nurse	781-326-7500 X6263
Leslie Davie, Hanlon School Nurse	781-326-7500 X7522
Judith Wine, Dept. Head/Physical Education/Health	781-326-7500 X3351
Aprile Albertelli , Preschool Director	781-326-7500 X5114
Mike Reardon, Deputy Westwood Fire Dept.	781-326-3885
Abby Hanscom, Director of Student Services	781-326-7500 X1345
Nicole Haberman, High School Asst. Principal	781-326-7500 X3311

Interim Assistant Principal, Matt Kuklantz represents the Thurston Middle School and is responsible for bringing back the information from each meeting to the Principal. The nurse, Terri Sweeney, oversees the storage of EPI pens on the nurse's office desk drawer, cafeteria cash register drawer and bulletin board above desk in the main office. Nurse Sweeney has trained all professional Thurston Middle School staff in the use of the EPIpen.

Each school has a school-based Crisis Team (CT) to respond to individual building level issues and emergencies. This group is chaired by the building principal and staffed with relevant teaching staff, clinical staff and building support staff. The school based crisis team references the policies and procedures outlined in the IMT procedure manual to ensure consistent implementation of District policies.

The **Thurston Middle School Crisis Team** for the 2017-2018 school year is composed of the following staff:

Name	Role	Phone Number/Ext.
Zeffro Gianetti	Interim Principal, Chair	781-326-7500 x 2398
Terri Sweeney, RN	School Nurse	781-326-7500 x 2334
Jen Gleavy	Administrative Assistant	781-326-7500 x 2336
Matt Kuklantz	Interim Assistant Principal	781-326-7500 x 2335
Dee Graichen	Student Services Dept. Head	781-326-7500 x2330
David Calandrella	Administrative Assistant	781-326-7500 x2329
Todd Danforth	School Psychologist	781-326-7500 x2388
Steve White	Head Custodian	781-326-7500 x2336

Post emergency planning is done by the school based CT and with the input IMT on an incident specific basis, as needed. Post Incident Support and clinical intervention is available via the Good Grief program located at Boston Medical Center Department of Pediatrics Good Grief Program Vose Hall, 40392 East Concord Street Boston, MA 02118 and reachable by phone at 617.414.4005 or 617.921.4008 Fax: 617.414.7915 and electronically at <http://www.bmc.org/pediatrics-goodgrief.htm>

The Westwood Public Schools provides training in de-escalation and crisis prevention and response via the Crisis Prevention and Intervention (CPI) program. There are seven (7) staff members at the Thurston Middle School trained in this protocol who are able to be called upon in the event of an emergency.

Requirement Four: Describe how Emergency Medical Service Personnel will be directed to the Emergency Sites and to the available Rescue Equipment

Westwood EMS procedure is that responders immediately access the alarm and fire panel to determine the location of an incident. Similarly, the EMS access box with keys for each building is found in this location so that the fire staff can enter the building quickly.

All custodians are trained that post evacuation, they are to meet the emergency response personnel at the fire panel. The goal of this plan is to direct EMS personnel to the location identified on the fire panel location indicator is in the most efficient manner. Similarly if the panel shows the box or alarm that was pulled, the school-based staff will assist in interpreting this information in the most efficient manner possible.

In the event of a non-alarm response (i.e. call to 911) the caller should identify the location of the injury. The fire department and school system have developed shared maps via computer of the school buildings and all doors are numbered. The door number reference system is constantly monitored for accuracy and updated when needed.

The WPS is compliant with State laws requiring quarterly fire drills. Staff are directed to call 911 in any medical emergency and to follow direction from EMS. These procedures are documented in the IMT policy binder that is given to administrators, nurses, central office administrators and lead members of each crisis team. An ongoing dialogue related to continuous improvement and review of drills in place via quarterly IMT district wide meetings and ongoing communication.

All elementary schools have a limited number of smaller radius radios for in building contact.

Requirement Five: Safety Precautions to Prevent Injuries in classrooms and on the faculties

To prevent injuries and accidents on school property, the school district proactively maintains and repairs facilities prior to the beginning of the school year and throughout the year. The Director of Business and Finance, Heath Petracca, and the Director of Operations, Ken Aries, collaborate with the Westwood Fire Department, the Westwood Building and Engineering Department, the Westwood Parks and Recreation Department, an independent playground inspector, and the custodian and maintenance team to inspect the buildings and provide repair, if necessary. Current inspection reports are maintained in the Business and Finance and Operations offices located at 220 Nahatan Street, Westwood, MA 02090.

Requirement Six: Methods of CPR and First Aid training for staff

WPS offers courses in First Aid, CPR and AED training to all staff. Attendance is voluntary. All coaches, nurses, and the athletic trainer are required to be trained.

Staff at the building location who are trained in **CPR** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 2336 in the event of an emergency:

- Terri Sweeney
- Austin Bushey
- Justyne Collier
- Seth Lucash
- Peter Hochman
- James Patterson Ware
- Bill Riley
- Steve St. Martin
- Jen Teahan
- Ari Tornatore

Staff at the building location who are trained in **First Aid** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 2336 in the event of an emergency:

- Terri Sweeney
- Jen Teahan
- James Patterson Ware
- Peter Hochman
- Ari Tornatore

Staff at the building location who are trained in using the **AED** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 2336 activating the “D-Team” in the event of an emergency:

- Terri Sweeney
- Austin Bushey
- Justyne Collier
- Seth Lucash
- James Patterson Ware
- Bill Riley
- Steve St. Martin
- Jen Teahan
- Ari Tornatore

Requirement Seven: AED Location, Type and trained staff

School Name	Number of AEDs	Location
Preschool	1 located outside of gym	fixed
Deerfield Elementary	1	fixed
Downey Elementary	1	fixed
Hanlon Elementary	1	fixed
Martha Jones Elementary	1 in main lobby to right of gym entrance/door	fixed
Sheehan Elementary	1	fixed
Thurston Middle School	2 main lobby and back gym lobby between old/new gym	fixed
Westwood High School	5 (one of which is portable)	both

The Thurston Middle School AED's are located in two locations: main lobby wall heading to boys locker room and the back gym lobby between old and new gym. The HS/MS Trainer has an additional AED, which is portable. It is stored with the Trainer in his office or transported in a golf cart to every sporting event. Staff are trained in the use by building. All personnel have access to these devices at all times with the exception of the high school trainer's portable device, which is secured when stored. There are eleven AED's within the 8 school locations of the Westwood Public Schools. All AED's are centrally located or, in the case of the trainer, designed to be portable. The IMT continues to monitor their inspection, functioning and other related AED needs.

**Westwood Public Schools
Medical Emergency Response Plan
Westwood High School**

Contact Information

Superintendent Emily J. Parks
Westwood Public Schools
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1341

Specific School Information:

Westwood High School
200 Nahatan Street Westwood, MA 02090
781-326-7500 x3301
Principal Sean Bevan

School Contact Person: Ken Aries

Director of Operations
220 Nahatan Street
Westwood, MA 02090
781-326-7500 x 1304

Requirement One: Rapid Communication System

The District has established a rapid communication system as follows:

- Phone contact is conducted via normal phone lines via a common line (781-326-7500) and extension system
- Physical contact via driving to each site
- Principal has a school system provided cell phone with email/text capacities on a separate platform from the phone system
- School has an in-building PA system for rapid in building communication
- Many classrooms have phones with internal call/communication access and unrestricted 911 access
- A second phone line has been dropped into each building that identifies each building by location/address for the purpose of rapid and accurate identification via the centralized (fire and police) dispatch system
- School has a multi-channel Motorola radio with direct contact to police dispatch
- Director of Operations radio is multi channel with direct access to both police and fire
- The Westwood Public Schools has purchased *School Messenger*, which is a rapid communication system for phone/email/text contact with parents and guardians. All school principals have access to this service.

Requirement Two: Emergency Medical Service Response Times to Locations on the School Campus

- Staff are trained to call 911 for EMS response to each building.
- A Westwood Fire station is located on each side of the town with rapid response capabilities. Nearest station is the 637 High Street Central Fire Station located .76 miles from the school.
- Ambulance service is staffed by the Town of Westwood Fire Department staff.
- Mutual aid agreements are in place with several surrounding communities.

Requirement Three: List of Relevant Contacts and Telephone Numbers with Information related to when each Group is called

Westwood Public Schools has developed and maintains a District level Incident Management Team (IMT). This multi-disciplinary team is in place and consists of representatives of each of the 7 schools plus the Preschool which is housed on the Westwood High School campus, the Director of Student Services, Police representation is invited, Fire representation attends, and the IMT is chaired by the Director of Operations. This group is responsible for setting emergency procedures for the district, maintain open communication with Police and Fire, and create a forum for the ongoing review and revision of policies and trainings. These policies are codified in the IMT procedure binder, which is updated on an ongoing basis.

The **Westwood Public Schools IMT** for the 2017-2018 school year is composed of the following representatives from each building:

Name/Role	Office Phone
Ken Aries, Dir. of Operations, Chair	781-326-7500 X1304
Karen Poreda, High School Nurse	781-326-7500 X3353
Matt Kuklantz, Middle School Interim Assistant Principal	781-326-7500 X2335
Lori Brown, Sheehan School Nurse	781-326-7500 X7125
Ellen Nadeau, Downey School Nurse	781-326-7500 X8337
Dawnmarie Shu, Martha Jones School Nurse	781-326-7500 X6263
Leslie Davie, Hanlon School Nurse	781-326-7500 X7522
Judith Wine, Dept. Head/Physical Education/Health	781-326-7500 X3351
Aprile Albertelli , Preschool Director	781-326-7500 X5114
Mike Reardon, Deputy Westwood Fire Dept.	781-326-3885
Abby Hanscom, Director of Student Services	781-326-7500 X1345
Nicole Haberman, High School Asst. Principal	781-326-7500 X3311

Nurse Karen Poreda and Assistant Principal Nicole Haberman represent Westwood High School and are responsible for bringing back the information from each meeting to the Principal. The nurse oversees the storage of EpiPens in the nurse's office, cafeteria snack bar, and the top drawer of the desk in the main office.

Each school has a school-based Incident Management Team (IMT) to respond to individual building level issues and emergencies. This group is chaired by the building principal and staffed with relevant teaching staff, clinical staff and building support staff. The school based incident management team references the policies and procedures outlined in the IMT procedure manual to ensure consistent implementation of District policies.

The **Westwood High School Incident Management Team** for the 2017-2018 school year is composed of the following staff:

Name	Role	Primary Phone
Sean Bevan	Principal, Chair	781-326-7500 x3355
Karen Poreda, RN	School Nurse	781-326-7500 x3353
Nicole Haberman	Assistant Principal	781-326-7500 x3311
Amy Davenport	Dean of Students	781-326-7500 x3471
Robin Fabiano	Department Head Special Education	781-326-7500 x3137
Lynne Medsker	Department Head Guidance	781-326-7500 x3138
Jessica Cataldo	School Psychologist	781-326-7500 x3130
Jacqueline Kinsman	Administrative Assistant to the Principal	781-326-7500 x3314
Aprile Albertelli	Preschool Director	781-326-7500 x5114
Ken Aries	Director of Operations	781-326-7500 x1304
Joanna Bengel	Social Worker	781-326-7500 x3123

Post emergency planning is done by the school based IMT and with the input IMT on an incident specific basis, as needed. Post Incident Support and clinical intervention is available via the Good Grief program located at Boston Medical Center Department of Pediatrics Good Grief Program Vose Hall, 40392 East Concord Street Boston, MA 02118 and reachable by phone at 617.414.4005 or 617.921.4008 Fax: 617.414.7915 and electronically at <http://www.bmc.org/pediatrics-goodgrief.htm>

The Westwood Public Schools provides training in de-escalation and crisis prevention and response via the Crisis Prevention and Intervention (CPI) program. There are seventeen (17) staff members at Westwood High School trained in this protocol who are able to be called upon in the event of an emergency.

Requirement Four: Describe how Emergency Medical Service Personnel will be directed to the Emergency Sites and to the available Rescue Equipment

Westwood EMS procedure is that responders immediately access the alarm and fire panel to determine the location of an incident. Similarly, the EMS access box with keys for each building is found in this location so that the fire staff can enter the building quickly.

All custodians are trained that post evacuation, they are to meet the emergency response personnel at the fire panel. The goal of this plan is to direct EMS personnel to the location identified on the fire panel location indicator is in the most efficient manner. Similarly if the panel shows the box or alarm that was pulled, the school-based staff will assist in interpreting this information in the most efficient manner possible.

In the event of a non-alarm response (i.e. call to 911) the caller should identify the location of the injury. The fire department and school system have developed shared maps via computer of the school buildings and all doors are numbered. The door number reference system is constantly monitored for accuracy and updated when needed.

The WPS is compliant with State laws requiring quarterly fire drills. Staff are directed to call 911 in any medical emergency and to follow direction from EMS. These procedures are documented in the IMT policy binder that is given to administrators, nurses, central office administrators and lead members of each incident management team. An ongoing dialogue related to continuous improvement and review of drills in place via quarterly IMT district wide meetings and ongoing communication.

All elementary schools have a limited number of smaller radius radios for in building contact.

Requirement Five: Safety Precautions to Prevent Injuries in classrooms and on the faculties

To prevent injuries and accidents on school property, the school district proactively maintains and repairs facilities prior to the beginning of the school year and throughout the year. The Director of Business and Finance, Heath Petracca, and the Director of Operations, Ken Aries, collaborate with the Westwood Fire Department, the Westwood Building and Engineering Department, the Westwood Parks and Recreation Department, an independent playground inspector, and the custodian and maintenance team to inspect the buildings and provide repair, if necessary. Current inspection reports are maintained in the Business and Finance and Operations offices located at 220 Nahatan Street, Westwood, MA 02090.

Requirement Six: Methods of CPR and First Aid training for staff

WPS offers courses in First Aid, CPR and AED training to all staff. Attendance is voluntary. All coaches, nurses, and the athletic trainer are required to be trained.

Staff at the building location who are trained in **CPR** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 3301 in the event of an emergency:

- Karen Poreda x3353
- Eileen Galvin x3350
- Matt Gillis x5358
- Paul Lilla x5155 (Athletic Trainer MS/HS)

Staff at the building location who are trained in **First Aid** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 3301 in the event of an emergency:

- Karen Poreda x3353
- Eileen Galvin x3350
- Matt Gillis x5358
- Paul Lilla x5155 (Athletic Trainer MS/HS)

Staff at the building location who are trained in using the **AED** and who can be called for immediate assistance via the school intercom system or via phone at 781-326-7500 x 3301 activating the “D-Team” in the event of an emergency:

- Karen Poreda x3353
- Eileen Galvin x3350
- Matt Gillis x5358
- Paul Lilla x5155 (Athletic Trainer MS/HS)

Requirement Seven: AED Location, Type and trained staff

School Name	Number of AEDs	Location
Preschool	1 located outside of gym	fixed
Deerfield Elementary	1	fixed
Downey Elementary	1	fixed
Hanlon Elementary	1	fixed
Martha Jones Elementary	1 in main lobby to right of gym entrance/door	fixed
Sheehan Elementary	1	fixed
Thurston Middle School	2 main lobby and back gym lobby between old/new gym	fixed
Westwood High School	5 (one of which is portable)	both

The Westwood High School AED's are located in five locations: 1.) outside the Little Theater 2.) outside the Main Office 3.) between the gym and work out room 4.) pool area 5.) athletic trainer. HS/MS Trainer has an AED, which is portable. It is stored with the Trainer in his office or transported in a golf cart to every sporting event. Staff are trained in the use by building. All personnel have access to these devices at all times with the exception of the high school trainer's portable device, which is secured when stored. There are eleven AED's within the 8 school locations of the Westwood Public Schools. All AED's are centrally located or, in the case of the trainer, designed to be portable. The IMT continues to monitor their inspection, functioning and other related AED needs.