

Drill

MERT INCIDENT REPORTING SHEET

Reporter: Van Brandt/Rios Date: 9/28/2023
Called Office Classroom 8:32 am

Office Staff Initial Call

- 1. Using a radio and school PA, the Office staff will communicate to the building MERT members to the location of the emergency.

Office Staff communicating with COMMUNICATOR

- 1. Confirm that the Medical Emergency Response Team (MERT) has responded to the scene
2. Confirm that 911 was called, if not - call 911 STAT
3. Confirm the exact location and the condition of the patient:

a. Emergency Location: HS weight room
b. First Name:
c. Last Name:
d. Nature of injury/emergency:
i. Conscious - yes/no
ii. Bleeding - yes/no
iii. Head Injury - yes/no
iv. Diabetic Issue - yes/no
v. Seizure Issue - yes/no
vi. Other: Bar fell on him, neck pain

- 4. Confirmation if all or part of the building/classrooms shall be put in "TEACH IN PLACE"
5. Contact Superintendent via cell phone (text or call) 419-630-3685
a. Time Contacted: By Whom:

Office Staff supporting MERT Team

- 1. Print the patient's emergency information for EMS
2. Notify the patient's emergency contact (Parent, Spouse or Guardian)
3. Notify staff if we are moving to "TEACH IN PLACE" 8:35 am
a. "ATTENTION, ATTENTION, ATTENTION: We are moving to a TEACH IN PLACE. All students and staff must immediately move to a classroom/gym location. Remain until further information is shared or an 'All Clear' or emergency personnel or school officials give okay."
4. Notify staff and students when to return to normal schedule or "ALL CLEAR". 8:40 am
5. If the emergency involves a student that has medication in the building office, office staff will ensure that the medication is taken to the location of the student.
6. Gives any medical/safety/504 plan or relevant information to MERT team members to transport to emergency location.
7. Contact other building about the status of the situation that may or may not prohibit specials.

Note: Once completed, please send ORIGINAL to the Superintendent and COPY to Principal.