

M.E.R.T. Incident Recording Sheet

Date: _____ **DRILL 2/28/24** _____

Office Staff Initial Call

1. Using a radio and school PA, the Office staff will communicate to the building M.E.R.T. members to the location of the emergency.

Office Staff communicating with COMMUNICATOR

1. Confirm that the Medical Emergency Response Team (M.E.R.T.) 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: _____ **Elementary Building** _____

b. First Name: _____ **Skylar** _____

c. Last Name: _____ **Obregon** _____

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: _____ **N/A DRILL** _____

4. Confirmation if all or part of the building/classrooms shall be put in "TEACH IN PLACE"

•"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."

5. Contact Superintendent via cell phone 419-630-3685 Time Contacted: _____ **N/A (Drill)** _____

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"
4. 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.

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