

**MERT INCIDENT REPORTING SHEET**

Reporter: Det Lott Date: 9-28-23

**Office Staff Initial Call**

- 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**

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

a. Emergency Location: Elementary Cacteria

b. First Name: \_\_\_\_\_  
c. Last Name: \_\_\_\_\_

d. Nature of injury/emergency:

- Conscious yes / no
- Bleeding - yes / no
- Head Injury - yes / no
- Diabetic Issue - yes / no
- Seizure Issue - yes / no
- Other: Spinal Injury

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: \_\_\_\_\_

} Didn't contact as it was just a drill.

**Office Staff supporting MERT Team**

- Print the patient's emergency information for EMS
- Notify the patient's emergency contact (Parent, Spouse or Guardian)
- Notify staff if we are moving to "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."
- Notify staff and students when to return to normal schedule or "ALL CLEAR".
- 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.
- Gives any medical/safety/504 plan or relevant information to MERT team members to transport to emergency location.
- ContactS 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.