

DKILL

**M.E.R.T. Incident Recording Sheet**

Date: 2/28/2024

Office Staff Initial Call 9:38am

- 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**

- Confirm that the Medical Emergency Response Team (M.E.R.T.) 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: MS GYM

b. First Name: Unity

c. Last Name: Nelson

d. Nature of injury/emergency: HS student having difficulty breathing

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: \_\_\_\_\_

4. Confirmation if all or part of the building/classrooms shall be put in "SHELTER IN PLACE"  
 •"ATTENTION, ATTENTION, ATTENTION: We are moving to a SHELTER 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." 9:39am Teach in Place

5. Contact Superintendent via cell phone 419-630-3685 Time Contacted: \_\_\_\_\_

**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 "SHELTER IN PLACE"
- 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 give it to the building administrator.

9:45 drill complete