

## **Medical Emergency Response Team (MERT) Responsibilities**

### When the "Medical Emergency Alert" announcement is made

1. Respond to any emergency situation in the building or on the grounds when called, if able.
2. Bring the AED (defibrillator) if you come from that area
3. Bring the First Aid Kit if you come from an area where one is present
4. Bring the pink Health Plan binder from the office if you come from that area

### When you arrive on the scene

1. First person to arrive takes charge and makes an assessment of the situation/injury/status.
2. Begin care to the level you are able
3. Hand off any direct patient care if you are not comfortable in the situation
4. Check Skyward or the pink Health Plans binder from the office to look for health conditions and an Emergency Health Action Plan for the victim.
5. If the victim has an Emergency Health Action Plan, follow the instructions on it.
6. Obtain meds/inhalers/other supplies from health room, their locker or office if prescribed
7. A team member should take notes of interventions and victim responses with pencil and paper supplied in the First Aid kit.
8. A team member can question witnesses and bystanders to gain more insight into what occurred
9. If necessary, call 911 if that has not been done or call secretary to patch a 3-way call to 911
10. If it's readily apparent that EMTs are needed immediately, you can call Plymouth Orange Cross directly at 920-451-9111 to bypass long questioning from dispatchers. Inform dispatcher of call

### Other Needs

1. Call office to ensure that parents are notified or call parents from the scene
2. Clear hallways – direct people to move away
3. Meet emergency personnel outside and direct to scene
4. Fill out appropriate paper work and Emergency Response Team Report
5. Have a post-incident meeting and restock supplies

### Prior to an emergency

1. Arrange with neighboring teacher to supervise your class when an alert is called
2. Familiarize yourself with the locations of Emergency First Aid Kits, AED locations, and the high risk students in your building
3. Stay current in First Aid and CPR skills.