

## Emergency Cardiac Response Plan

The Medical Emergency Response Team (MERT)

1. In case of a medical emergency:

The first responder(s) should initiate first aid steps in accordance with their training.

Other members of **MERT** need to:

- A. Call 9-1-1 and remain on the phone until the operator disconnects. You hang up last!
  - B. Retrieve the nearest AED.
  - C. Communicate to the office that 9-1-1 has been called and is en route.
  - D. Assist the primary caregiver.
  - E. Record events and the times of the events.
  - F. Contact and maintain on-going communication with the office.
  - G. Maintain crowd control. Only MERT members, administrator and trained staff need to be at the scene.
  - H. Wait at the designated entrance, with a key/code to unlock doors, and take advanced medical help to the scene of the emergency.
  - I. Care is transferred to advanced medical help when they arrive.
2. Contact the school office and communicate clearly the patient's name, male/female. Age, teacher, the medical emergency, and the location of the emergency.
  3. **Office Manager** will communicate via the PA to activate the MERT to the location of the emergency. She will inform the MERT members where they are needed based on on-going communications with those at the scene. He/she will also place all or part of the building in a shelter in place.
  4. If the emergency involves a student with emergency medication in the office, the medication should be obtained from **Office Manager** and taken directly to the area by a designated staff member or MERT team member. If the medication is not picked up, STAFF MEMBER should radio and communicate, "I have medication in the office for that student."
  5. MERT will respond to the scene of the emergency with appropriate equipment (such as face shield and gloves); responders nearest an AED will take it to the scene.
  6. The classroom instructor present at the emergency location should remove all other students from the room/area.
  7. Designated persons will go to MERT responders' classroom to cover the assigned classes. See coverage list below.

### M.E.R.T (Medical Emergency Response Team) Members

Office Manager	Laura Alvarado
Administration	Gabriela Jaime, Kristen Teno
Teaching Staff	Sarah Clark
Coaching Staff	None
Office Staff	Kristen Teno
Additional Staff	Laura Rebollar, Steven Kalbfleish

8. The office personnel will retrieve the student's emergency card, copy both sides and have it delivered to the emergency site. If no available staff is able to deliver it, radio to have designated administrator or staff pick it up.
9. Office personnel and parents should be notified and remain in contact for further communications.
10. After care has been assumed by the advance medical personnel, the members of the MERT must complete a School Accident/Illness Report.
11. If you are NOT on the MERT, you should shut off radios once the team is activated. Any instructions will be relayed to you via the telephone or PA.

### **Room Coverage**

MERT members will designate other staff members to cover their classrooms/positions so that they are able to proceed to the scene of the emergency.

### **Athletic Emergency Response Plan (Emergency Action Plan)**

In the event of a medical emergency, the school's designated Medical Emergency Response Team (MERT) will administer immediate emergency aid to the injured individual after surveying the scene to make sure it is safe.

1. The MERT will assess the situation in accordance with their training.
2. Designate a person to retrieve the AED. Main office across from the copy machine on the bottom shelf.
3. Call 9-1-1 and:
  - a. Identify self and exaction location
  - b. State nature and seriousness of injury and what care has been provided.
  - c. Advise how emergency vehicle is to reach the activity area.
  - d. Stay on the phone with EMS until the operator disconnects. You hang up Last!
  - e. Remain with the injured individual until EMS arrives and takes over care.
4. Designate a person to meet emergency vehicle at venue entrance.
  - a. Facilitate individual obtaining all necessary keys.
5. Designate a person to provide crowd control.
6. Designate a person to accompany the injured individual to the hospital and remain until a parent or designated administrator arrives. Ensure that the injured individual's emergency information is given to the accompanying person as soon as possible at the scene or delivered to the hospital.
7. Contact parent/guardian and school administrator to advise of the circumstance(s).
8. Document all relevant information including care provided, time and date of incident, and persons notified.

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Office Manager	Yolanda Hamilton
Administration	Adasina Philyaw, Julia Obermeyer
Teaching Staff	Korie Schmidt, Melissa Lyscomb
Coaching Staff	None
Office Staff	None
Additional Staff	None

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Office Manager	Lorena Cuevas
Administration	Thomas Goodley, Andrea Walley
Teaching Staff	Lyndsey Sebok
Coaching Staff	NONE
Office Staff	Juana Rivera
Additional Staff	Elizabeth Berrocal

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Office Manager	Donna Beckwith
Administration	Kapeka VonKeltz, Aurelia Berrocal, Deandre Cooper
Teaching Staff	Ryan Curl, Jillian Howard, Jon Aldis
Coaching Staff	None
Office Staff	Gwen Hovey, Idolina Jaime
Additional Staff	Joseph Schwartz, Ramond Batton, Madeline Acosta, Yadira

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### M.E.R.T (Medical Emergency Response Team) Members

Office Manager	Elizabeth Lake
Administration	Juan José Martinez, Linette Garza, Brian Goodwin
Teaching Staff	
Coaching Staff	
Office Staff	Juan Cantu, Jerrold Jackson
Additional Staff	

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