**Catholic School Emergency Response Plan**

**(Emergency Action Plan)**

1. **The Medical Emergency Response Team (MERT)** (Suggested members:School Nurse, Security Personnel, Teaching Staff, Office Staff, Custodial Staff, Coaching Staff)

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:

-- Call 9-1-1 and remain on the phone until the operator disconnects. You hang up last!

-- Retrieve the nearest AED.

-- Communicate to the office that 9-1-1 has been called and is en route.

-- Assist the primary caregiver.

-- Record events and the times of the events.

-- Contact and maintain on-going communication with the office.

-- Maintain crowd control. Only MERT members, administrator and a nurse need to be at the scene.

-- Wait at the designated entrance, with a key/code to unlock doors, and take advanced medical help to the scene of the emergency.

* Care is transferred to advanced medical help when they arrive.

1. Contact the school office and communicate clearly the **patient’s name, male/female, age, teacher, the medical emergency, and the location of the emergency**.
2. **Office staff** (name) will communicate via the PA to **activate the MERT** to the location of the emergency. He/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.
3. If the emergency involves a student with emergency medication in the office, the medication should be obtained from (office staff) and taken directly to the area by a designated employee or MERT team member.
4. 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.
5. The classroom instructor present at the emergency location should remove all other students from the room/area.
6. Designated persons will go to MERT responders’ classroom to cover the assigned classes.
7. Office personnel will retrieve the **student’s emergency card**, copy both sides and have it delivered to the emergency site.
8. Office personnel, school nurse, and parents should be notified and remain in contact for further communications.
9. After care has been assumed by the advance medical personnel, the members of the MERT must complete a School Accident/Illness Report.
10. 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.

MERT (Medical Emergency Response Team) Members:

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