EMERGENCY RESPONSE TEAM
Sample Setup

E.R.T. Activation

Activation begins with the following announcement on the P.A. system *spoken slowly and clearly*:

"E.R.T. to…", stating <u>specific</u> <u>location</u> including teacher's name, room number, building, playground, or field space. <u>Repeat</u> the announcement.

EXAMPLE: **"E.R.T. to Mrs. Smith's room, south-140. E.R.T. to Mrs. Smith's room South-140."**

Team Responders (Teachers should instruct their students to call ext. 4601 if no coverage staff arrives after responders leave.)

Name (team leader)	Name	Name (sub)	Name
Name	Name (sub)	Name	Name (sub)
Name (sub)	Name	Name (sub)	Name

Coverage Staff (Coverage staff should have responders' schedule with room locations.)

Name (Name)	Name (Name)
Office Staff (Name)	Name (Name)
Name (Name)	

E.R.T. Responsibilities (Second name indicates substitute when team member is absent.)
All members should notify back up responders and staff of any absence.

Name (Name   )
* Report to scene.
* Provide care and emotional support for victim.
* Record patient "observations" on ERT report or inform Julie or Susan.
* Monitor overall function of response.
* Assure paperwork is completed/submitted (ERT report, accident report, follow-up, Health Room log).
* After call is completed, inform Traci of injury, whether 911, and/or parents were called, if victim was transported, and to what hospital (per BVSD Security)
* Release team members from scene as appropriate

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Name (Name)
* Bring emergency kit from health room to scene.
* Provide care and emotional support for victim (if necessary).
* Call 9-1-1, or ensure it has been called if necessary (team lead carries cell phone).
* Call office to request ambulance point person if name is unavailable.
* Record observations and collect information about the event (time of incident, weather, witnesses, responders' names, and other pertinent information).

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Name (Name)
* Check Significant Health Conditions List (on clipboard) for information about student
* Provide care and emotional support for victim (if necessary).
* Ensure ERT Report is completed by health staff.
* Greet EMS/ambulance or delegate adult to do so.
* Control crowd, care for bystanders and/or greet EMS/ambulance.

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Name (Name)
* Report to scene.
* Call Health Room at 303-XX with victim's name.
* Call parent or emergency contact if necessary or designate other administrator.
* Control crowd and care for bystanders.
* Handle media if necessary.

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Name (Name)
* Report to health room and wait for call regarding victim's name. Then bring health card to scene
* If EMS will transport, ensure 2 copies of emergency card are made and pink copy of ER Report goes with EMS.

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Name (Name)
* Call District Security (phone number) if 911 is called, then after incident call again with appropriate information per team lead.

1/19/2010