Angelo State University
Classroom Medical Emergency Procedures

The potential exists for accidents or incidents to occur in a classroom that cannot be foreseen and may result in serious physical injury. The following information should be helpful for preparing how to react.

Planning Considerations

- Program key phone numbers into cell phone and keep phone with you.
- Know the location of the nearest landline in case you lose cell service.
- Know the location of Emergency Eye Wash or Shower, First Aid Kit, AED, etc.
- Consider taking a basic first aid and/or CPR class.

Immediate Actions

- Request assistance to make notifications or assist the victim as appropriate.
- Send a student to meet EMS/Police in the parking lot or entrance to the facility and guide them to the classroom.
- Dismiss the class and clear the room if possible.
    - The student may feel self-conscious so have a friend in the class remain behind.
    - Pack the student's belongings for them and offer to secure if they are transported.

Notifications

- Severe/Life Threatening – Call 9-1-1 to request Emergency Medical Services
- Minor – Call University Police at 942-2071

Treatment/Victim Assistance

- Severe/Life Threatening Injuries
    - Administer first aid/emergency treatment to the extent you have been trained and/or are comfortable.
    - Keep the victim calm and reassure him/her that medical assistance is enroute.
- Minor Injuries
    - Administer first aid/treatment to the extent you have been trained and/or are comfortable.
    - Refer students to the University Clinic for treatment.
- Employees should **not** transport injured students to off campus medical facilities.
- Notify Facilities Management at 942-2355 to initiate an emergency work order if blood or other biological fluids are present. Custodial staff will respond and sanitize the area.
  Exception: if it is determined to be evidence for an on-going investigation or active crime scene.

Reporting

- Contact the Office of Environmental Health, Safety & Risk Management at 942-2180 to report the incident and obtain and complete a Student Accident/Incident Report form.