



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 cellular service is not available.
- Know the location of Emergency Eye Wash or Shower, First Aid Kit, AED, Stop the Bleed Kit (i.e., in AED cabinet), 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 person 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, if needed.
 - 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 immediately
- Minor – Call University Police at 942-2071 to investigate and report

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 coming soon.
- 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. Obtain and complete a Student Accident/Incident Report form from EHSRM website and send to EHSRM@angelo.edu.
- <https://www.angelo.edu/administrative-support/environmental-health-safety-and-risk-management/accidents-and-incidents.php>