Handling an Medical Emergency in Your Classroom

**Important phone numbers:**
Campus security  480-2418   When on campus  
Emergency  911   If using a campus phone 9-911

We all hope that we will never be faced with a medical emergency while teaching a class. Our experience has been that we see emergencies very rarely. However, we also know that they do happen and it is important to have a plan in mind before a medical emergency occurs.

In the case of a medical emergency in your class, the most important factor is for you to respond promptly and appropriately to the student in need. You are also in charge of keeping control of the class. This can be a lot to manage. Enlist a responsible person or two to help you with managing the situation (this could include removing the rest of the students from the classroom), making emergency phone calls, etc.

Call 911 if there is any sign of “diminished capacity”. When in doubt call 911, the safe response is to call! If the person refuses treatment, they need to refuse directly to emergency personnel. Also call COCC Campus Security immediately to inform them of the situation. Always contact your COCC Program Manager by the following day.

The Campus Security phone number is posted outside most classrooms on the bulletin board, but please keep this number with your class roster at all times. Also ask if there is anyone with medical or first aid/CPR training who can assist with the situation. (See number at the top of this sheet)

In the event of a medical emergency, after calling 911, you should immediately ask the rest of the students to leave the classroom. Ask them to wait away from any entrance emergency services may need to use and to watch for emergency assistance.

By emptying the classroom, it is easier for you to assess what needs to be done without a group of students possibly distracting you. It is also considerate to the student in distress to not have an audience.

After emergency help arrives, you can speak to the class about cancelling the rest of class session, possibly rescheduling or resuming class, and not discuss with the class any of the medical situation. Please remember to contact your COCC Program Manager the following day.