



Policy 9: Medical Emergencies at the Northern Virginia Center

These guidelines are written primarily in terms of assisting students but they are generally applicable for anyone needing medical attention.

1. Be prepared. Invite students to confidentially inform their instructor if they have medical conditions that might need attention during class.
2. Ask students to provide In Case of Emergency contact numbers and add this information to the class roster. Ask students to add their In Case of Emergency numbers in their mobile phones.
3. If a student shows signs of a medical condition during class, the instructor should recess the class.
4. Ask the student how you can assist him or her.
5. If feasible, ask others in the class to assist; some students may be trained as first responders.
6. If it becomes apparent that emergency medical attention is necessary, the instructor shall call 911 and then notify a security officer of the emergency.
 - the security officer's desk is located on the 2nd floor, inside the main entrance
 - the security officer's cell phone number is 571-585-0006
7. The security officer will monitor the situation until the paramedics arrive.
8. The security officer shall notify Virginia Tech staff on duty and make appropriate reports.
9. Virginia Tech staff or the instructor shall call the In Case of Emergency number provided by the student if the student is not able to do so.
10. The instructor may dismiss the students if the emergency causes lengthy disruption to the class.
11. The Virginia Tech staff person calls the VT NVC Facilities Manager, Rm 406, at 703/538.8316 to report the incident.
12. The Facilities Manager shall notify the Associate Dean of the Graduate School/Director of the Northern Virginia Center of the medical emergency.

Note: During an emergency situation, reasonable attempts will be made to notify the student's In Case of Emergency designee, although University staff cannot guarantee such notification.

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