

## Handling Emergency Situations in the Classroom

The best response in any emergency situation is to follow these steps:

Immediate response:

1. Don't leave the distressed participant alone.
2. Call 911.
3. While waiting for emergency personnel to arrive, ask if anyone present has medical or CPR training to assist the participant.
4. Notify the agency partner of the situation.

Once emergency personnel have arrived and the distressed participant is being attended to:

1. Call your supervisor to report incident.
2. With your supervisor, work to complete any incident reporting required by the agency.
3. Request copies of all incident forms from the agency.

Back at the office:

1. Follow-up with your supervisor to provide sufficient detail on the incident.
2. Send your supervisor copies of all incident reports.
3. Your supervisor will inform the EFNEP state office and county director the incident.