1. **Purpose:** To provide guidance for faculty, staff, students and visitors if a medical emergency arises in any of the teaching spaces of the School of Medicine (Alway Building, CCSR, LKSC)

2. **Policy**
   a. School of Medicine Learning Spaces are considered non-clinical spaces and does not provide for medical care.
   b. The Immersive Learning Center in the LKSC does NOT substitute for a medical facility, despite having medical equipment and other clinically appearing equipment and supplies. This space should NOT be utilized to render medical care.
   c. For purposes of this policy, an Emergency Medical Condition is defined as a medical condition manifesting itself by acute symptoms such that the absence of medical attention could potentially result in further symptom manifestation. (Examples: acute chest pain, sudden loss of motion in limb, difficulty talking, and seizure).

3. **Procedure**
   a. In the event that an individual requires **immediate emergency care** the first responder (staff, faculty) will:
      i. Call 9-911 for emergency care management and a secure transport to a hospital emergency department (NOTE: this will go to local EMS provider)
      ii. Obtain AED if indicated
      iii. Call Stanford Health Care Security – 723-2222
      iv. Provide support to the individual while awaiting arrival of EMS personnel (up to and including Basic Life Support)
      v. Request assistance from someone with medical expertise (physician, nurse) that may be nearby
      vi. Stay with the person in need until assistance arrives
      vii. Complete an SU-17 with the assistance of the CISL Learning Spaces Team or SOM employee. [https://web.stanford.edu/dept/Risk-Management/docs/forms/su-17.html](https://web.stanford.edu/dept/Risk-Management/docs/forms/su-17.html)
   b. If the individual’s condition does not require a secure transport to an emergency department, or the individual refuses an ambulance, the employee
will:
  i. Direct the individual to Stanford Healthcare’s emergency department including assistance as may be appropriate.
  ii. If the individual intends to drive to the emergency department, the employee will contact the emergency department and inform the emergency department staff at the receiving hospital of the individual’s expected arrival, condition and status.

c. Documentation Requirement
  i. In all instances, a SOM employee must document the incident on an SU-17.

---

**Emergency Medical Situation in SOM Learning Spaces**

Person in the SOM Learning Spaces is identified as having a medical emergency

Healthcare professional assesses the situation

Is a healthcare professional available?

Yes

Is this an emergency situation?

Yes

Call 9-911 and x286 at Stanford Medical School Buildings

No

Provide supportive care until assistance arrives (including obtaining and using AED if available)

No

Done

Complete SU-17 form (see weblink below)

---

**AEDS are located in the following locations:**

**Lksc**

2nd and 4th floor ground floor - TBD

**CCSR**

1st floor (orange wall slide upon entering from the courtyard

**Alway Building**

1st floor Suite M121

**MSOB**

1st floor lobby by the elevator

**HRP**

1st floor outside T116