Accident / Illness Response Flow Chart

ACCIDENT/ILLNESS OCCURS

EMERGENCY

CALL 911

Request paramedics and be prepared to give detailed information

Call Campus Safety at 951-639-5188 to let them know emergency vehicles will arrive on campus

Complete Incident Report Form

County of Riverside Sheriff will be dispatched through 911 phone call

Campus Safety will alert Risk Management/Human Resources for follow up with the injured person

FIRST AID

Student or Student Athlete

Student or Student Athlete first aid process applies while attending regularly scheduled classes or traveling under college supervision to and from college sponsored events

Triage with first aid kit and call Student Health Services at 951-465-8371

Complete Incident Report Form

OR

Students may obtain a student injury packet from Student Health Services, Athletic Trainers, or Risk Management

Complete Incident Report Form

Reminder: Student Insurance is an Accident only policy. Personal insurance will be primary with this policy and then the accident insurance will be applicable

District Employee

District employee first aid process applies when injured while on the job

This includes full-time, part-time faculty and staff, student workers, federal work study students, and official volunteers

Call S1 Medical 1-833-691-9022

Let supervisor know of injury

S1 Medical will triage over phone or direct injured person to closest approved facility

Complete Incident Report Form

Human Resources to follow up with employee and supervisor to obtain paperwork and perform investigation

Completed Incident Report forms may be emailed to RiskManagement@msjc.edu

For clarification or questions, please call Risk Management at 951-801-4413 or send an email to npina@msjc.edu

Additional information for employee workplace injury or illness can be routed to Giselle Gil at 951-487-3135 or via email at ggil@msjc.edu

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