ACCIDENT/ILLNESS RESPONSE FLOW CHART

**EMERGENCY**

CALL 911 from a cell phone or 9-911 from a campus phone. Request paramedics, and state which campus and the exact location of the incident.

Call LBPD College Unit Dispatch (4910) to let them know emergency vehicle(s) will be coming on campus.

**ACCIDENT/ILLNESS OCCURS**

Call LBPD College Unit Dispatch (4910) to let them know emergency vehicle(s) will be coming on campus.

**FIRST AID**

**Student Health Services**

**OPEN**

Call LBPD College Unit Dispatch (4910) to request an escort to Student Health Services Q120 at LAC (4210) or AA104 at PCC (3992), if the injury is NOT an emergency, but due to the nature of the injury, the student is unable to transport themselves.

(Be sure Student Health Services is open PRIOR to calling LBPD College Unit Dispatch, LAC 4210; PCC 3992)

Student Health Services will:
1) Assess the injury, treat and refer,
2) Complete "Confidential Accident/Incident Report" OR -
3) Provide "Employee Information Packet".

Federal Work Study students:
If injured during paid work hours – Call Risk Services (4038). Obtain an "Employee Information Packet." Complete the forms and return them to Risk Services immediately.

Work Experience students at NON-PAID work location:
Call Risk Services (4038) to obtain an "Employee Information Packet." Complete the forms and return them to Risk Services immediately.

Health & Technology students:
In class – Student Accident Insurance applies
At Clinical Site – Call Risk Services (4038) to obtain an "Employee Information Packet." Complete the forms and return them to Risk Services immediately.

Aramark Employees:
Refer to Aramark Supervisor immediately.

ASB Employees:
Call ASB Enterprises (4590) to obtain “Employee Information Packet.” Complete the forms and return to Risk Services immediately.

Foundation Employees:
Refer to Foundation office (4490).

**STUDENT/OFFICIAL VISITOR**

A district employee completes a "Confidential School Accident/Incident Report" and sends it to Risk Services G-4. Do not give a copy to anyone.

(The Confidential School Accident/Incident Report can be obtained from: Risk Services, Student Health Services and on the Intranet (Click on Administrative Services. Scroll down and click on Risk Services, then click on Reporting Student Accident and Injuries)

If a student/official visitor has private medical insurance, that coverage is primary. Follow procedures provided by your insurance carrier.

**DISTRICT EMPLOYEES INJURED AT WORK**

Contact Risk Services (4038) to obtain an “Employee Information Packet.” Complete the forms and return to Risk Services immediately.

INCLUDES: Full-time/part-time faculty and staff, LTE, student assistants, federal work study students, official volunteers.

Treatment facilities are listed in the "Employee Information Packet.

If student/official visitor does not have private medical insurance, or has Medi-Cal, Medicare, TriCare or Champus, direct them to Student Health Services, within 72 hours, to complete a Student Accident Insurance claim form.

NOTE: Student Accident Insurance has a $50 deductible due at the end of treatment. The deductible for athletes may differ, check with Athletics.

Treatment for Student Accident Insurance MUST be rendered by a Blue Cross Prudent-Buyer Provider for maximum coverage. Non-emergency providers can be located at studentinsuranceagency.com, bluecrossca.com or by calling 1-866-811-7946.

**EMERGENCY PROVIDERS**

<table>
<thead>
<tr>
<th>Provider</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakewood Regional Medical Center</td>
<td>3700 East South Street</td>
<td>(562) 531-2550</td>
</tr>
<tr>
<td>St. Mary Medical Center</td>
<td>1050 Linden Avenue</td>
<td>(562) 491-9000</td>
</tr>
<tr>
<td>Lakewood, CA 90712</td>
<td>Long Beach, CA 90813</td>
<td></td>
</tr>
<tr>
<td>(562) 531-2550</td>
<td>(562) 491-9000</td>
<td></td>
</tr>
<tr>
<td>Long Beach Memorial Medical Center</td>
<td>2801 Atlantic Avenue</td>
<td>(562) 933-2000</td>
</tr>
<tr>
<td>Long Beach, CA 90806</td>
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</tbody>
</table>

If you have any questions, do not hesitate to contact:
Risk Services – 4038, Mail Code G4
Student Health Services: LAC – 4210, Mail Code G19; PCC – 3992, Mail Code PCC

8/2007