# ACCIDENT/ILLNESS RESPONSE FLOW CHART

NO



IS INJURY LIFE THREATING

YES

CALL 911. 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.

Complete the Confidential School Accident Form. Located on the Business Support Services College Forms site. (See below how to access the Electronic Documents) Forward the completed form to Cindy Smith in Risk Services - G4. Do not give a copy to anyone else.

# OTHER EMPLOYEE **GROUPS**

#### 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.

#### S & B / Barnes & Noble Employees:

Refer to their Supervisor immediately.

#### **Foundation Employees:**

Refer to Foundation office (4490).

**Student Health Services OPEN** 

If the injury is NOT an emergency, but due to the nature of the injury, the student is unable to transport them self, Call LBPD College Unit Dispatch (4910) to request an escort to Student Health Services A1010 at LAC (4210) or GG117 at PCC (3992), (Be sure Student Health Services is open PRIOR to calling LBPD College Unit Dispatch, LAC 4210; PCC 3992) Student Health Services will:

Assess the injury, treat and refer.

Insurance claim form.

Complete "Confidential School Accident/Incident Report"

-OR-

Provide "Workers' Compensation EMPLOYEE INFORMATION PACKET" to District employees STUDENT/OFFICIAL VISITOR

**FIRST AID** 

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 or the Business Support Services forms site (See below how to access the Electronic Documents)

> 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. (See below how to access the Electronic Documents)

**INCLUDES:** Full-time/part-time faculty and staff. LTE. student assistants, federal work study students, Health Sciences clinical students while at the clinical site.

Treatment facilities are listed in the "Employee Information Packet.

**NOTE:** All extensions begin with (562) 938-####

## www.studentinsurance.com or by calling 1-310-826-5688. STUDENT INSURANCE EMERGENCY PROVIDERS

Treatment for **Student Accident Insurance** MUST be rendered by a

Anthem Blue Cross Provider for maximum coverage. Non-emergency

providers can be located at studentinsuranceagency.com,

If student/official visitor does not have private medical insurance, or

Health Services, within 72 hours, to complete a Student Accident

end of treatment. The deductible for athletes may differ, check with

has Medi-Cal, Medicare, TriCare or Champus, - direct them to Student

NOTE: Student Accident Insurance has a \$50 deductible due at the

3700 East South Street CA 90712

(562) 531-2550

Athletics.

Long Beach Memorial Medical Ctr LBM Community Hospital LB 2801 Atlantic Avenue Long Beach, CA 90806 (562) 933-2000

Lakewood Regional Medical Center St. Mary Medical Center 1050 Linden Avenue Lakewood. Long Beach, CA 90813 (562) 491-9000

> 1720 Termino Avenue Long Beach, CA 90804 (562) 933-

## **Access to Electronic Documents:**

**Student Health Services** 

**CLOSED** 

- -Go to lbcc.edu
- -Click on "Faculty & Staff"
- -Click on "College Form" scroll to "Business Support Services,"
- -Click on "Display Forms" scroll down to the desired form

If you have any questions, do not hesitate to contact: Risk Services - (562) 938-4038, Mail Code G4 Student Health Services: LAC - (562) 938-4210, Mail Code R19; PCC - (562) 938-3992, Mail Code PCC