

**INJURY/ILLNESS, PROPERTY DAMAGE, OR NEAR MISS INCIDENT OCCURS ON DISTRICT PROPERTY OR AT A DISTRICT- SPONSORED EVENT**

- Property Damage or Near Miss Only:**
- Complete Incident Report – Check Property Damage or Near Miss box, fill in “Explain the Incident” and “Describe Action Taken” sections. Obtain signatures.
  - Forward Incident Report to Student Health Services for distribution.

**If Yes, Ask for Assistance:**

- Call District Police at 707-527-1000 or 911.
- Post employee by entrance to direct paramedics.
- Provide First Aid or CPR/AED, as needed and according to your comfort level.
- Obtain info from injured/ill person (if possible) for Incident Report and emergency contacts.
- Notify injured/ill person’s emergency contacts.
- Turn care over to paramedics upon arrival.
- Environmental or facility hazards should be communicated to EHS for investigation ASAP. Call District Police, if imminent hazard.
- See below for further direction.

**“Has an injury or illness occurred that requires immediate medical assistance?” (See back for Tips.)**

YES

NO

**If No, Then:**

- Provide initial First Aid, as needed.
- Environmental or facility hazards should be communicated to EHS for investigation ASAP. Contact District Police at 707-527-1000 for response, if the hazard is imminent.
- See below for further direction.

**FOR ALL INCIDENTS:**

DISTRICT EMPLOYEE WITNESS COMPLETES INCIDENT REPORT FORM WITH INJURED PARTY (IF POSSIBLE) AND SENDS FORM TO STUDENT HEALTH SERVICES.

**Employee or Volunteer Injury/Illness:**

- Supervisor notifies HR and completes a Supervisor’s Report of Injury.
- Supervisor sends form to HR.

**If Injury Involves a Needle:**

Supervisor should also complete a Sharps Injury Report and a Training/Work Related Injury/Exposure Treatment Authorization form and fax to Human Resources at 707-527-4967.

**Transportation Options for Injured Person:**

- Ambulance – Emergency injury or illness.
- Friend or Family – By arrangement.
- Alternate Means – Arranged at SHS (student only).

**Employee or Volunteer Injury/Illness:**

- Supervisor notifies HR.
- If work related injury requires medical attention, an appointment with the appropriate medical provider will be scheduled.
- Supervisor completes Supervisor’s Report of Injury and sends to HR.
- Direct non-work related illnesses to personal healthcare provider.

**Student or Visitor Injury/Illness:**

Refer to appropriate healthcare provider:

- Community Provider
- Training Room (athletic injuries).
- Student Health Services (student only).

**Employees include:** Management, Classified Staff, Faculty, STNCs, Professional Experts, Student Employees, Volunteers, and Health Occupations Students injured at clinical sites (outside of the classroom).

**Key:**  
**DP** = District Police  
**SHS** = Student Health Services  
**TR** = Training Room  
**HR** = Human Resources  
**EHS** = Environmental Health & Safety

## **Tips for Recognizing an Emergency Requiring Medical Assistance**

Figuring out if medical symptoms warrant a call to **911 (or Campus Police Dispatch (707) 527-1000 (preferred))** for emergency assistance can be hard. Victims are often afraid to call, thinking their medical complaints aren't severe enough to "bother" emergency-care providers. When trying to decide whether or not to call, or go to the emergency department, better to decide to go rather than not go. Having a list of conditions for when to call for emergency assistance is good, but it's much better to know how to recognize an emergency no matter what the complaint is.

### **Here's How:**

#### **When the brain is affected.**

Medical conditions that cause changes in brain function should always be treated as emergencies. Complaints that may indicate a problem with the brain come on suddenly: weakness, numbness, or vision loss on one or both sides of the body; dizziness, confusion, trouble speaking, severe headache, loss of consciousness (fainting or passing out), or seizures.

#### **Problems breathing.**

We've all been short of breath from exercise, but when that feeling comes without any reason, it is scary. Sometimes, victims don't recognize breathing emergencies. Choking is not always called into 911 right away. Unfortunately, once a choking victim has become unconscious, very little oxygen is left in the bloodstream. Allergic reactions that cause trouble breathing or difficulty swallowing indicate anaphylaxis, a serious emergency.

#### **Problems with the heart.**

Heart attacks can feel like indigestion or like the worst pain ever. Heart attacks can also have absolutely no pain at all and just cause a weak heart, which leads to shortness of breath (see **Problems breathing**) or weakness/passing out (see **When the brain is affected**). If a victim feels pain in the chest, particularly if it seems that nothing makes it feel better (rest, position, movement, etc.), it's time to dial 911 or Campus Police Dispatch (707) 527-1000.

#### **Severe bleeding.**

Bleeding can often be controlled by applying direct pressure to the wound and elevating the affected area. This action is usually enough to stop most cuts from oozing blood. If pressure alone doesn't stop the bleeding, the wound may require professional medical attention. Keep pressure on the wound and elevate the area. Call, or ask someone else to call 911 or Campus Police Dispatch at (707) 527-1000 for an ambulance. Only use a tourniquet as a last resort. If the bleeding is enough to make the victim drowsy or weak, observe the victim for signs of shock until emergency help arrives.

#### **When in doubt, call 'em out!**

Some emergencies are common sense, car accidents and fires are good examples. There's no way to cover every possibility here. That's why emergency medical services providers don't expect victims to always distinguish between emergencies and non-emergencies. Plenty of seemingly innocuous complaints can have life-changing consequences if not treated quickly, and an equal number of scary situations end up being minor. **If you think that you or someone else is experiencing a medical emergency, don't hesitate to call 911 or Campus Police Dispatch (707) 527-1000.**

It is a good idea to take a First Aid and CPR/AED course to further your skills in recognizing and responding to a medical emergency.

Remember, if you are unsure of what is happening, call (707) 527-1000 to request medical assistance through the District Police dispatcher for a paramedic to fully assess the situation.