



EMERGENCY RESPONSE PLAN

STUDENT INJURIES

1. **Call campus police at (909) 384-4491.** They are the *FIRST* responders and will contact additional responders as needed.
2. **If life-threatening:** call 911 from campus phone or 911 from cell phone. Give clear directions to location on campus (i.e., building name) and brief description of the injured person's condition. Stay with the person. Refer to the *Emergency Procedure Flip Chart* on classroom/office wall.
3. **Less serious injuries (not illnesses) not requiring an emergency response:** send the student to Student Health Services during the day or to the medical provider of the student's choice after hours. All registered students are covered by Student Accident insurance. The student accident policy covers injuries (not illnesses) that occur while on campus or at campus sponsored events. This is a secondary insurance covering remaining expenses not covered by primary insurance, or the entire claim (minus a deductible) if there is no insurance. Student Health Services staff will guide the student through the claims process so please direct the student to call or visit Student Health Services the next day or at the earliest opportunity.

STUDENT ILLNESS

1. **If life threatening:** Call 911, stay with the individual, and notify campus police so they can direct the emergency response.
2. **For less serious illnesses:** direct students to Student Health Services or their private medical provider.

STUDENT MENTAL HEALTH ISSUES

Campus Police and Student Health Services work collaboratively to assist at risk students.

1. **Emergency/urgent mental health needs such as suicidal thoughts:** call campus police at 4491 or (909) 384-4491 to assess the needs and assist the student to access services.
2. **Non-emergent mental health needs:** bring the student to Student Health Services during daytime hours or Campus Police after hours for assessment of needs. After hours the student can also access services through their private medical provider or by calling the access **crisis and referral hotline at (909) 381-2420.**

EMPLOYEE INJURIES

1. **Life threatening and serious injuries:** call 911, campus police at 4491 or (909) 384-4491, and notify the immediate supervisor to activate workers compensation paperwork.
2. **Minor and non-life threatening injury:** care is activated by the supervisor. Employee injuries are not treated by Student Health Services. If necessary, the supervisor may arrange transportation to treatment through the workers' compensation provider.

EMPLOYEE ILLNESS

1. **Life threatening:** call 911, stay with the individual, and notify campus police to direct emergency response.
2. **Non-life threatening illness:** should be managed through the individual's private medical provider. Student Health Services does not treat employee illness.

EMPLOYEE MENTAL HEALTH ISSUES

1. **Emergency/urgent mental health needs such as suicidal thoughts:** call Campus Police at 4491 or (909) 384-4491.
2. **Non-emergency mental health needs:** can be treated through the individuals private medical insurance or the Employee Assistance Program. Go to <http://www.acispecialtybenefits.com> for information.

District Police

Campus Center #100

(909) 384-4491

24/7

www.sbccd.org/police

SBVC Student Health Services

Located in the SHS building, corner of parking lot #8

Open Monday through Thursday 8:00am to 5:00pm

Friday 8:00am to 12:00pm

(909) 384-4495