



## Emergency Reference Guide

### MEDICAL EMERGENCY

Injury and illness are the most common campus related emergencies. The University maintains a Health Center for students and access to a nearby Workman's Compensation Clinic for staff and faculty. Visitors to the University as well as any seriously injured student, staff, or faculty member may receive emergency treatment at any one of several local area hospitals.

#### Emergency situations

Emergency situations are those where there **is a threat to life** or **need for IMMEDIATE medical attention**.

Anyone witnessing an emergency medical situation should contact the University Police at 9-1-1 immediately.

Where trained administer first aid to the extent possible

Where appropriate the University Police may close the area around an injured person to facilitate treatment.

The University Police normally immediately contact the Long Beach Fire Department and begin a paramedic response on all calls that appear to be life threatening.

Transportation methods for further medical treatment of emergency patients will be determined by the Long Beach Fire Department.

#### Non-emergency situations

Non-emergency situations are those where there is **NO threat to life** or **NO need for IMMEDIATE medical attention**.

In the event medical attention is needed for a non-emergency situation contact the University Police at (562) 985-4101. After arrival on scene the University Police will assess whether Long Beach Fire Department paramedic assistance is needed.

For incidents involving students, where the Student Health Center is able to treat, the University Police will provide transportation from the incident to the Health Center. When it is determined a student needs either emergency medical attention or paramedic assessment the Long Beach Fire Department will be contacted for assessment and transportation.

For non-emergency injuries involving staff, faculty, or volunteers working for the University, while at work, they will be referred to the appropriate Workman's Compensation treatment location. In incidents where emergency medical treatment or paramedic assessment is deemed necessary the Long Beach Fire Department will be contacted for assessment and transportation to an area hospital.

For non-emergency injuries involving visitors to the University, they will receive on scene assistance from the University Police or Long Beach Fire Department Paramedics.

Transportation for further medical treatment will be the responsibility of the injured party and may be performed, at cost, by a private ambulance, Long Beach Paramedics, or other methods. The University Police will ensure that the appropriate form and level of notification and report is filed regarding the incident.



## Critical stress incidents

Critical incidents are those events that are outside the realm of normal human experience and that have the possibility of creating a marked distressed response in a person. People cope with critical incidents and the stress they create in different manners. Some may feel anxiety, depression, or traumatic stress while others may have no emotional trauma at all. Neither reaction is wrong but rather is a function of each individual person's sense of safety and security as it relates to the specific incident.

Following a disaster or other large scale event the CSU Long Beach will deploy specially trained volunteers, the Volunteer Crisis Resource Team, who will seek to identify those persons in need of critical stress assistance and provide them with avenues for assistance. During any disaster response the VCRT will work closely with the University Police and the Counseling and Psychological Services Office to help stabilize the campus community by stabilizing individuals.

### Volunteer Crisis Resource Team / Counseling and Psychological Services Office

Following a disaster, members who are able to help will meet at prearranged locations to form teams of responders.

Leaders of the VCRT will report to the University Police and the Counseling and Psychological Services Office (CAPS) their readiness and current status.

Teams will be assigned to locations throughout the campus where the campus community congregates. VCRT team members are not permitted to enter closed or restricted areas.

The VCRT teams will work closely with the CAPS office to identify and offer assistance to those who appear to be having difficulty coping with critical stress.

The VCRT team will be utilized to provide debriefing and defusing session to emergency responders as well as the campus community.

The VCRT will act as a roving field force assisting and/or directing those in need of assistance to the CAPS location.

### Campus Community

If you are having difficulty coping with stress of daily life or that created by an incident seek professional assistance either from your own doctor, the CAPS office, or if during a disaster a member of the VCRT.

If you see someone who appears to be a danger to themselves or others, or who is acting in an extremely irrational manner contact the University Police at 9-1-1.

### University Administration / University Police

When activated the Volunteer Crisis Resource Team will report to the University Police.

The University Police will work with the CAPS office, and during a disaster the VCRT, to help ensure the campus community gets any and all available help needed.



Where appropriate the University Police will seek the assistance of any outside agency necessary to resolve the incident.

The University Police will ensure that the appropriate level of notification to University Administration is made regarding the incident.

The University Police will ensure that the appropriate reports are filed detailing the incident and actions taken to resolve the incident.

## Death on campus

Anyone discovering a death on campus should IMMEDIATELY contact the University Police at 9-1-1 or (562) 985-4101.

The University Police Incident Commander will ensure the appropriate level of notifications is made to the University Police Administration and that the appropriate reports are filed detailing the incident and actions taken.

The University Police will immediately secure the scene around the deceased. If necessary the area will be ordered evacuated. Any evacuation order is mandatory.

The University Police will liaise with the Office of Public Affairs to help facilitate the release of public information and coordinate any media response.

The University Police will coordinate with the Office of Student Life and Development and the Counseling and Psychological Services office for any notifications to family members.

The University Police will contact and coordinate with the Los Angeles County Coroner's Office.

The University Police will contact and coordinate with the Office of Safety and Risk Management.

## Medical / Injury Documentation

In accordance with Workman's Compensation laws an employee or campus volunteer's supervisor must provide injured employee's with an EMPLOYEE'S CLAIM FOR WORKER'S COMPENSATION BENEFITS within 24 hours of the accident.

All on campus automobile accidents resulting in injury must be reported to the University Police.

All off campus automobile accidents involving University vehicles OR private vehicles driven by University personnel **while on University business** are subject to local law enforcement rules and should be reported to the jurisdiction where the accident occurred.

The driver of a University OR State Owned vehicle which is involved in an accident must record all pertinent information on the Accident Identification Card, Std Form 269, **before** leaving the scene of the accident. If another vehicle is involved the driver of that vehicle will be given the appropriate portion of Std Form 269.

All accidents involving University vehicles OR private vehicles driven by University personnel which result in injury to any person or which involve serious damage to private property must be reported immediately to the State Office of Insurance and Risk Management at (916) 445-2184. The driver of the State Owned vehicle must complete and submit the Report of Vehicle Accident Form, Std Form 270 within 48 hours of the accident.



If that person is unable to complete the form then the immediate supervisor or person who authorized the employee to use the vehicle will ensure that the form is completed and inform the Auto Liability Self Insurance Unit of the Office of Insurance Risk Management at (916) 445-2184.

## **Return to Normal Operations**

If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the University Police Incident Commander determines:

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all crime scene investigations have been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others.