MSJC
Mt. San Jacinto College

Accident/Illness Response Flow Chart

ACCIDENT/ILLNESS OCCURS

Emergency

Call 911 from a cell phone

Request paramedics and be prepared to give detailed information

Call Campus Safety at **951-639-5188** to let them know emergency vehicles will be coming on campus

Complete Report of Incident Form

County of Riverside Sheriff will be dispatched through the 911 phone call.

Campus Safety will alert Risk Management or Human Resources to follow up with injured person

For **employees** - call Human Resources at 951-487-3135 or email gguerrero@msjc.edu

For **students/other** - call Risk Management at 951-801-4413 or email npina@msjc.edu or ajensen@msjc.edu

First Aid

Student or Student Athlete

While attending regularly scheduled classes or traveling under college supervision to and from college sponsored events

Triage with first aid kit

OR

Obtain student injury packet from Office of Instruction or Risk Management

Complete Report of Incident Form

Reminder: Student Insurance is an Accident only policy. Personal Insurance will be primary with this policy and then the accident insurance will be applicable.

Risk Management will follow up with student to obtain completed paperwork

District Employee

When injured at work
This includes: Full time/Part-time faculty and staff, student workers, federal work study students and official volunteers

Call S1 Medical

1-833-691-9022

Let supervisor know of injury

S1 Medical will triage over phone or direct injured person to closest approved facility

Complete Report of Incident Form

Human Resources will follow up with employee and supervisor to obtain paperwork and perform investigation

Updated 11/18/2021