

Responses to Services

IRVINE VALLEY COLLEGE DISTRICT CAMPUS **EMERGENCY** PROCEDURE

Procedure for Handling All Medical Emergencies
Call Campus Police Dial ext.5234

1. In cases of All Medical Emergencies, call Campus Police, ext. 5234.

Campus Police will dispatch an officer to the scene immediately.

Campus Police are the FIRST RESPONDERS.

- If the emergency is life threatening, describe the medical emergency and state your exact location. If you are inside a building, or in a secluded area, send someone to direct Campus Police to your exact location.
- If the Campus Police Dispatcher determines the emergency is life threatening, she/he will notify Orange County Emergency Medical System (EMS) and dispatch them immediately to the location.

2. Remain with the victim until the Campus Police arrive, and assist as required.

- Survey the scene to assure safety for the victim and yourself.
- Reassure the victim that help is on the way. Keep the victim as comfortable as possible. If you have received Basic First Aid training and are certified, you may administer first aid at your level of training.
- All campus Police Officers are currently trained and certified in Adult CPR/Basic First Aid and in the use of our AED machines.
- Upon arriving to the scene, the officer will assess the need to call the Orange County EMS system. If they determine a patient needs EMS assistance, they will initiate the call, and begin Basic First Aid until the local EMS System arrives.
- If they determine the patient does not require local EMS/Ambulance services, they will advise the patient regarding transportation to the following locations.
 - A. Private Medical Doctor/HMO.
 - B. Local Emergency Room or Urgent Care.
 - C. Student Health & Wellness Clinic, during regular operational hours.
 - D. Home.

3. Modes of Transportation

- Self-transported (vehicle, ambulate, wheel chair, etc.) only if stable.
- A friend or available classmate.
- Transport to Health and Wellness Center if victim is able to walk.

For liability purposes, the Health and Wellness Center is not equipped to provide care outside of the HWC building. No medical care will be administered outside the Health and Wellness building.

4. If the emergency results from an injury/accident, notify the Campus Police by calling ext. 5234. They will ensure that all safety hazards are identified and reported to prevent further injury.

- For all accidents, Campus Police or the person who witnessed the incident will complete the Liability Insurance Accident Form and the Health Insurance Accident form. Document regarding the accident: how, what, when and where are the necessary components for insurance/liability purposes.
- If the victim is transported to the Emergency Room for further treatment, the Campus Police will complete the forms and send the first two copies of the Health Insurance Accident form with the patient. This will alert the Emergency Room that the patient is insured for this injury and expedite their treatment. If the patient/victim has primary medical insurance, the college accident insurance will be used as a supplemental or second insurance policy.
- Campus Police will send a copy of the Liability Insurance Accident form and Health Insurance Accident form to the Student Health and Wellness Center for maintenance of records. Campus police will also notify the campus Risk Management Office of the incident and paperwork will be sent in.
- Campus Police will have all necessary forms. These forms should be completed for all accidents/injuries that occur on campus and sent to the appropriate departments upon completion.

5. Field Trips

- If an emergency occurs while on a field trip, the supervising staff member should call the telephone operator to notify the nearest emergency agency. A student or other members of the field trip group should be delegated to make the call if the supervising staff member is unable to do so.
- As soon as feasible, the individual in charge should notify the Campus Police Department to complete appropriate accident forms. Campus police will ensure the completed forms will be sent to the Health and Wellness Center and Risk Management Office on campus.
- Follow the previously described steps regarding the filing of reports.

Procedure for Handling All Psychiatric Emergencies

Call Campus Police Dial ext. 5234

1. For all psychiatric emergencies, call ext. 5234 using a campus phone, describe the situation as best you can, and give the exact location on campus.

2. Campus Police dispatcher will send an officer(s) to the scene immediately. If the officer(s) deems a true psychiatric emergency exists, the officer will call the local Hospital and/or Emergency Medical Services (EMS) via dispatch; the student will then be transported immediately to local Hospital (Psychiatric) or Emergency Room.

3. When the officer(s) arrives on the scene she/he will assess the situation. If the patient is one of the following:

- Gravely Disabled
- Suicidal
- Homicidal
- Psychotic/Unusual/Violent Behavior

The officer(s) will detain the individual and possible transport of the individual (utilizing outside Emergency Medical Services) to the local Psychiatric Hospital or Emergency Room for further evaluation, treatment and management. Campus Police dispatcher will notify local Hospital ER of the students impending arrival or circumstances.

4. If a staff/faculty member believes a student on campus is displaying a mental health need, the staff/faculty member should dial ext. 5234 for emergencies on a college phone for campus police, or staff may walk them to the HWC during open hours. Do NOT tell a student experiencing suicidal ideation to walk to the Campus Health Center.

****Please note: a student experiencing suicidal ideation should be accompanied to the Campus Health Center and provided a warm hand off to the Health Center staff.**

- If the patient requires immediate transfer to a local Hospital Psychiatric/Emergency Room, the Campus Police will detain the individual and ask for transport per Campus Police protocol immediately. Campus Police dispatcher or the Orange County Centralized Assessment Team (CAT) Team will place a call to local ER Hospital,

notifying them of the student's impending arrival. The local Hospital-(Psychiatric)/ Emergency Room staff will accept the patient and assume full responsibility.

5. If it is determined that there is no psychiatric emergency, the patient should be walked into the Health and Wellness Center on campus and seek medical advice. An appointment with our mental health provider or referrals for support groups, hotlines, or mental health resources will be given to the student prior to leaving the Health and Wellness Center during normal operating hours.

PROCEDURES FOR STUDENT INJURIES ON CAMPUS OR AT ATEP CENTER AFTER REGULAR HEALTH CENTER HOURS

**** Call Campus Police ext. 5234 for after hours help.**

Staff/Campus Police Officer Responsibilities

- Campus Police or a designated person shall have the Blue Cross Student/Athlete Accident Claim Authorization/Verification form, and the Student Accident Insurance Eligibility Form in their vehicles to provide to any Student reporting an injury resulting in the need to obtain medical care off-campus. The officer or designated person who witnessed the event should “sign” the Blue Cross Student/Athlete Accident Claim Verification Form and the Student Accident Insurance Eligibility Form where “college official/representative” is indicated or designated person.

**** The officer shall provide the injured Student with these forms
before Student leaves for medical treatment ****

- Campus Police or designated person should also complete an Incident Report as soon as possible after the initial report of injury. Please bring a copy of the Authorization form, Blue Cross Student/Athlete claim verification form (should be copied) to the campus Health & Wellness Center and the district Risk Services office immediately after assisting the Student with the reported injury.

Evening Administrator Responsibilities

- Each evening administrator’s office should have a supply of the Authorization forms; the Blue Cross Student/Athlete Accident Claim Verification forms and the Student Accident Insurance Eligibility Forms in the event a Student walks into the Administration Building and reports an injury. Immediately contact the Campus Police or designated person should this occur so that they can complete the required forms and provide them to the Student before they leave for medical treatment.

