

## Chapter 3 - General Institution

### AP 3503 Emergency Procedures

#### Reporting Emergencies

Students and staff should report serious crimes and emergencies, i.e., fire/medical, occurring on campus to the Public Safety Department or call **911**. When using an on-campus extension, call **9-911**. Incidents may be reported to Public Safety by calling **(909) 594-5611, ext. 4555**, 24 hours a day, 7 days a week. Public Safety may also be contacted during and after business hours from public telephone locations on campus by dialing **star-91**.

In the event of an emergency, students and staff are requested to make a prompt and accurate report to the Public Safety Department. The Public Safety Department is located at the southeast portion of the campus off Bonita Drive in Building 48.

#### Assistance from Student Health Services

If a medical emergency exists, the Student Health Services Office should be notified immediately. If the person can walk to the Student Health Services Office without assistance, he/she should be referred or escorted, if needed, for first aid. An accident report shall be filled out and filed with the Director, Student Health Services before the person reporting the accident leaves campus that day. When the Student Health Services Office is closed, first aid kits located in campus offices should be used to care for minor injuries. Care may be obtained from private medical providers or urgent care centers within the community. The employee is to report the accident to the Student Health Services Office the next available business day.

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