

Southwestern Oregon Community College

MEDICAL EMERGENCY PROCEDURES

SERIOUS INJURY: REQUIRES MEDICAL ATTENTION **Life Threatening ♦ Major Trauma ♦ Bloodborne Pathogens**

EMERGENCY: Use a Black Emergency Phone to contact Campus Security or, from a campus phone, DIAL 9-911. From any non-campus or pay phone DIAL 911.

1. Render necessary aid and/or **seek necessary medical attention**
2. **Report injury** immediately to Administrative Services at 888-7206
3. **Notify Supervisor of injury**
4. **Submit Incident/Injury Report Form**** to Administrative Services, Tioga room 511 – same day
5. **Witnesses/Supervisor** also submit Incident/Injury Report Form – within 24 hrs
6. **Complete additional paperwork requested/provided by Administrative Services at time of reporting**

Non-Serious Injury: Requires Medical Attention **Not Life Threatening ♦ No Bloodborne Pathogens ♦ No Major Trauma**

EMERGENCY: Use a Black Emergency Phone to contact Campus Security or, from a campus phone, DIAL 9-911. From any non-campus or pay phone DIAL 911.

1. **Report injury immediately** to Administrative Services at 888-7206
2. **Notify Supervisor** of injury
3. A doctor's appointment can be arranged for you by Administrative Services (through NBMC)
4. Seek necessary medical attention
5. **Submit Incident/Injury Report Form **** to Administrative Services, Tioga room 511 – same day
6. Witnesses/Supervisor also submit Incident/Injury Report Form** – within 24 hrs
7. Complete additional paperwork as requested/provided by Administrative Services at time of reporting

Non-Serious Injury: Does Not Require Medical Attention

1. **Report injury immediately** to Administrative Services at 888-7206
2. **Notify Supervisor** of injury
3. **Submit Incident/Injury Report Form**** to Administrative Services, Tioga room 511 – same day
4. Witnesses/Supervisor also submit Incident/Injury Report Form** – within 24 hrs

Incident/Injury Report Forms must be completed and submitted the same day as the incident (within 24 hours for witnesses) for **all** injuries.

**Incident/Injury Report Forms are available from Administrative Services, Tioga Hall room 511 (888-7206), or in the Print Shop area on the First floor of Tioga Hall.

Incident/Injury Report Forms are also available on the SOCC website at:

<http://www.socc.edu/admin/pgs/bm~doc/incident-injury-report.pdf>

If you have any questions, please call Administrative Services at extension 7206.