RENAISSANCE SOCIETY
EMERGENCY INCIDENT REPORT

Procedure for Handling a Medical Emergency of a Member

ON CAMPUS:

A. **Call 278-6851** if you are using a cell phone or **8-6851** from the On-campus red phone, to report a member's serious medical problem or emergency. You will reach the Sacramento State Police Dispatch Center. This will save time. **Do not call 911** because you will reach the California Highway Patrol, thus slowing down the response time.

Give campus police the following information:

a. Your exact location with building and room number.

b. A description and estimate of the seriousness of the medical problem.

B. **Stay with the member** until help arrives. While waiting, **call the member's contact** to report the incident.

(The emergency contact name and phone number should be on the back of the member's nametag or on the leader's purple Emergency Contact List.)

C. If you, as the Renaissance leader, must deal with a member's less crucial medical problem, help that member call a family or friend contact and stay with that member until help arrives.

OFF CAMPUS:

**Call 911 on a regular or cell phone for a serious emergency.** Be prepared to give your exact location and your description of the medical emergency and proceed as outlined above.

Leader: Once you have handled the ON Campus or OFF Campus situation, please fill out the following form and send it to the Renaissance office within two days.

**Send to:** Renaissance Society, CSUS, 6000 J Street, Sacramento, CA 95819-6074.

Date of Incident:_______ Time of Incident:_______ Place:____________________

Member's Name: _________________________ Your Name:________________________

Describe the Incident: ______________________________________________________

________________________________________________________________________

________________________________________________________________________

What steps did you take to help the member: _________________________________

________________________________________________________________________

________________________________________________________________________

(Rev: 8/4/2014)