Procedure for Handling a Medical Emergency of a Member

ON CAMPUS:

A. There are 2 ways to report a member’s serious medical problem or emergency.

1. If using a RED PHONE in a classroom: CALL 911 (or 8-6851) to reach the Campus Police.

2. If using a CELL phone or non-red phone: Call 278-6851 to reach the Campus Police. Do not call 911 from a cell phone 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 leader, 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. 8-17)