



Administrative Procedure

Number:	400
Effective:	7/21/93
Supercedes:	10/28/82
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Subject: MEDICAL AND PSYCHOLOGICAL EMERGENCIES

1.0. PURPOSE:

To establish the procedures for providing emergency medical care, transportation, and crisis intervention services to all faculty, students, staff and visitors.

2.0. ORGANIZATIONS AFFECTED:

All University Personnel.

3.0. REFERENCES:

- 3.1. State Administrative Manual (SAM), Section 0190.
- 3.2. Office of the Chancellor Memorandum, March 30, 1977.
- 3.3. Campus Telephone Directory, "Survival Guide."
- 3.4. Welfare and Institution Code 5150.

4.0. POLICY:

The Department of Public Safety shall be in readiness to provide rapid response to all medical and psychological emergencies occurring on campus. The Department of Public Safety will respond to all emergencies and arrange for medical care and transportation.

5.0. DEFINITIONS:

- 5.1. 911 -- 24 hour emergency telephone number which connects the caller to the Department of Public Safety to report any emergency involving the safety of persons or property.
- 5.2. Psychological Emergency -- Those instances in which a person seems to pose an immediate threat to the safety of self or others, or exhibits particularly bizarre behavior that represents a serious disruption of the campus.

Approved:

Date:

(Many serious psychological problems, such as a student reporting to an advisor or professor that he or she, is contemplating suicide, do not require the full response. These cases should be referred directly to the Student Health Center).

- 5.3 Medical Emergency -- Those instances in which a person is posed with imminent threat to life or limb, whether due to airway obstruction, cardiopulmonary arrest or trauma.

6.0. RESPONSIBILITIES:

6.1. Student Health Center will:

- 6.1.1. Maintain the facility and services in perpetual readiness to administer first aid to persons with minor emergencies.
- 6.1.2. In case of emergency, provide counseling services in the form of an assessment of the nature of the emergency, appropriate recommendations to the Department of Public Safety, crisis counseling, and other support or advice, as needed.
- 6.1.3. Notify relatives or friends of patients receiving emergency medical service at the Student Health Center, as required, except in incidents involving children enrolled in the Child Care Center. The Director of the Child Care Center shall make the necessary notifications for the children.

6.2. Department of Public Safety will:

- 6.2.1. Respond immediately to all campus emergency calls and provide first aid or basic Cardio Pulmonary Resuscitation (CPR).
- 6.2.2. Maintain order in and around the affected area.
- 6.2.3. Render assistance to other emergency personnel as they perform their emergency duties.
- 6.2.4. Request ambulance services, as needed.
- 6.2.5. Provide an escort to paramedic or ambulance personnel requiring access to the campus.
- 6.2.6. Transport victims with minor illness or injuries to the Student Health Center.

6.3. Building Coordinators and Unit Managers will:

- 6.3.1. Inform all employees and students of the existence of the emergency telephone number (911) and the "Survival Guide" located in the Campus Telephone Directory.
- 6.3.2. Inform all employees and students of the existence and location of the emergency telephones which provide direct communication to the Department of Public Safety. (Emergency Information is listed on pages A1 through A4 of the University Telephone Directory. The locations of on-campus emergency telephones are designated by gold colored triangles on the Campus Map located on the back of the Directory.)
- 6.3.3. Ensure that each telephone within their jurisdiction has the campus emergency sticker affixed and request additional stickers, as needed, from the Telecommunications Office.

6.4. All University Personnel will:

- 6.4.1. Assist the Department of Public Safety in gaining immediate access to their facility in the event of an emergency or disaster.
- 6.4.2. Render assistance, as requested.
- 6.4.3. Periodically review and be familiar with the emergency procedures in the "Survival Guide" located in the Campus Telephone Directory.

7.0 PROCEDURES:

- 7.1. Individuals reporting a medical or psychological emergency will dial 911, identify themselves and provide:
 - 7.1.1. Nature and severity of the problem.
 - 7.1.2. Location of the problem and/or victim.
- 7.2. The Department of Public Safety personnel will respond immediately.

- 7.2.1. If the responding Public Safety officer deems the illness/injury an immediate threat to the patient's life or health, he/she will request that a paramedic unit be called immediately. Standard operating procedure for Public Safety officers responding to emergency medical calls will be to assess the victim's condition and request a paramedic unit immediately or transport the victim to the Student Health Center.
 - 7.2.2. If the victim is transported to the Student Health Center, and the attending staff physician deems the illness/injury not to be a threat to life or health, but serious enough to require transporting the patient to an off-site medical facility for treatment, the patient will be given the option of arranging transportation by private car, when appropriate, or by private ambulance at his/her own expense. Reimbursement of cost for transporting patients with work related illnesses/injuries is subject to approval.
 - 7.2.3. Patients requiring emergency transportation may elect White Memorial, Garfield Hospital, L.A. County-U.S.C. Medical Center, or Santa Marta Hospital. Emergency transportation to a Health Maintenance Organization (HMO) (e.g., Kaiser) facility is subject to the availability of the facility's transportation vehicle. An individual's request to be transported to a hospital not listed above will be honored if possible, and if considered appropriate by the attending physician.
- 7.3. In the event of a psychological emergency, the responding Public Safety officer, in consultation with a counselor and/or attending physician, will resolve the emergency using appropriate crisis intervention skills and community resources, or transport the victim to a hospital.
- 7.3.1. The Department of Public Safety, in consultation with a member of the professional psychological counseling staff, will determine if it is in the best interest of the individual to receive immediate attention; the Department of Public Safety will provide transportation to the L.A. County U.S.C. Medical Center (Pursuant to Welfare and Institutional Code 5150).
 - 7.3.2. If immediate attention is not required, the Department of Public Safety will attempt to involve friends or relatives in arranging transportation.

8.0 APPENDICES:

N/A