1.100 EMERGENCY PROCEDURES

Campus Coordinator: Vice President, Finance and Administration

PRACTICE:

Handling emergencies at an on-campus location is the responsibility of the first staff member, or their designee, who is immediately available. The procedure to follow is:

A. Enlist the aid of a qualified, competent person(s) as needed.

B. Determine nature of the emergency.

C. Make certain that first aid is rendered as required. Injured persons should receive help, but only to the extent that any person administering aid is qualified to do so, however, injured persons should not be moved or treated unless their lives are threatened by remaining as or where they are.

D. Follow the victim's advice about calling parents and/or personal physician.

E. When emergency aid is needed, call the appropriate emergency number(s) listed below:

   **EMERGENCY TELEPHONE NUMBERS**
   (Dial 9 first to obtain an outside line.)

   911  Centralia Fire Department, Medic I, Centralia Police  
   748-9286  Lewis County Sheriff  
   748-6633  Washington State Patrol  
   736-2803  Providence Centralia Hospital  
   1-800-732-6985  Poison Control Center (Washington State)

F. Inform the Vice President, Instruction in the case of faculty members, Vice President, Student Services in the case of students, or the Associate Vice President Human Resources and Legal Affairs in the case of classified employees about the event as soon as practical.

G. The staff member is responsible to make certain that the appropriate accident form, *Student/Visitor Accident Injury or Occupational Illness Report* (for students) or *Report of Employee Personal Injury/Incident/Accident* form (for faculty and staff), is completed and returned to the appropriate office. In all instances in which the switchboard operator is involved, she/he will initiate the form and forward it to the appropriate office. The *Student/Visitor...* form is available from the Vice President, Student Services Office, and the *Report of Employee...* form is available from the Human Resources Office.