

Risk Management Quick Reference Guide



Emergency Preparedness:

- Know your building
 - o Where are the fire extinguishers located
 - o Nearest exit to your location/room
 - o Evacuation assembly area assigned to your building –map is located at the website
- Information can be found on www.mtsac.edu/safety

Workers Compensation:

- Access situation call 911 if necessary
- Immediately notify risk management x 5501
- Complete the forms located on www.mtsac.edu/risk/workerscompensation
- Forms that need to be provided to employees:
 - o Workers Comp Policies and Procedures
 - o Employee needs to complete the section on the Manager's report
 - o DWC-1 Form
 - o Medical Release forms
 - o Authorization for Treatment
 - o Temporary Pharmacy Card
 - o Prime RX Letter
 - o Covered Employee Notification of Rights Materials – PRIME Advantage
- Forms that Dean completes:
 - o Complete the manager's report and send the employee for treatment and Email all forms to Risk@mtsac.edu

Third party auto accident:

- On campus contact Campus Safety and Risk Management x 5501
- Off Campus provide the following to risk management:
 - o Name, phone, address, auto insurance information if an automobile accident
 - o Take pictures

Student Accident:

- On Campus refer student to Health Services either building 67A or 9E – they will complete accident form
- Off Campus -
 - o Contact 911 if emergency
 - o Refer to medical release and field trip form for contact information
- Technical training students – student workers – contact Risk Management ext 5501 – they will fall under the workers compensation coverage

Student Risk Management Guideline:

- Field trip travel to and from should not be coordinated unless using College transportation vehicles
- Medical release forms need to be complete prior to the field trip
- Special events related to curriculum should be reviewed with risk prior to commencing the event
- Forms can be found on www.mtsac.edu/risk/riskmanagement/fieldtrip&studyabroad

Affiliate Agreements, Contracts and Work Experience Program agreements:

- Review and approved by risk prior to finalizing
- 1. Dual Indemnification clause
- 2. Insurance Requirements

Assembly Areas

Mt. San Antonio College

1100 N. Grand Ave. Walnut, CA 91789 | (909) 274-7500

Campus Police & Safety: (909) 274-4555 | Text-A-Tip: (909) 610-9139

Assembly Areas



Emergency Phones

