

# 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](http://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](http://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](mailto: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](http://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

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

## EmergencyPhones

Revised: May 17, 2018

