If a CSUDH employee, visitor or contractor becomes ill or injured while on campus conduct the following:

1. Call 9-1-1. Anyone can call 9-1-1 for medical assistance. Dialing 9-1-1 from campus phone will connect you to the University Police Dispatcher. If dialing from a cell phone, call 310-243-3639.

2. Notify an Emergency Floor Warden.

3. Do not remove the injured or ill person unless relocation is necessary to prevent further injury.

4. Assist the Emergency Floor Warden or Police in keeping the area clear and escorting response personnel to the scene.

5. Post a person by the entrance/elevator to escort emergency personnel and paramedics.

6. Notify the employee’s supervisor of the incident, who will complete a Supervisor’s Report of Injury and initiate appropriate investigative procedures.

7. Accompany the injured or ill person to the Student Health Center or to a hospital if medical treatment is provided off-campus.