

Maryjane Rees Center: Speech and Language Clinic

Emergency Procedures

Campus Police:

- Non-Emergency 916-278-6851 (8-6851 from campus phone)
- Emergency 911
- Folsom Hall Security Desk (916) 278-1766 (8-1766 from campus phone)

Accidents or Injury

- All accidents and injuries, whether to staff, faculty, students, or visitors (clients and caregivers) must be reported to the department administration immediately.
- If necessary, 911 will be called.
- Per Campus Policies, a Report of Incident or Accident form must be completed by the injured and submitted to Environmental Health and Safety (EH7S) within five days of the injury, preferably within 24 hours. Forms are available from the Risk Management Website: <https://www.csus.edu/administration-business-affairs/risk-management-services/>
- If the injured is a student, the student should be directed to the Student Health Center on campus (and assisted, if necessary). They will assess the degree of injury and complete an incident report form.

Non-Life Threatening Incidents (disturbances, etc.)

- If a non-injury incident occurs, such as someone who is unable to control their temper, and a threat is perceived, the Student Clinician should call the campus police at 8-6851.
- If the dispatcher at that number feels that 911 should be contacted, he or she will do so. Incidents should be reported to the department administration immediately.

Suspected Child or Adult Abuse

- Speech-Language Pathologists are considered by the state of California to be “mandated reporters.” We are required by law to report suspected physical abuse or serious neglect.
- Students who suspect abuse should discuss the concern at the very first available opportunity with their Clinical Instructor. If the Clinical Instructor feels that the concern is valid, he or she must call Child Protective Services or Adult Protective Services immediately. The Clinical Instructor will need to follow-up by completing a written report on the incident.
- This is the link for Mandatory Reporting of Child Abuse and Neglect Executive Order 1083 Revised July 21, 2017 from the CSU Chancellor: <https://www.calstate.edu/eo/EO-1083-rev-7-21-17.html>
- Please contact the Office of Equal Opportunity, Human Resources, for questions regarding additional CSU reporting policies.

Fire

- Always be aware of the closest exit at any given time.
- The decision to evacuate the building will be made by administration. Do not attempt to evacuate clients unless directed to do so. When evacuation is ordered, clients, Student Clinicians, faculty, staff and all others should remove themselves from the building as quickly and as safely as possible. Several evacuation maps are located on the clinic walls.

Earthquake

- Stay indoors
- Get under a table or doorjamb
- After the earthquake, check for injuries and follow above procedures for any serious injuries.