

IN CASE OF SERIOUS OR LIFE-THREATENING INJURY OR ILLNESS:**CALL CAMPUS SAFETY - EXTENSION 72000**

- Indicate nature of emergency
- Give exact location of injured employee's location

Campus Safety will call paramedics IF warranted and/or come to the scene and provide the necessary emergency treatment.

WHAT TO DO WHEN INJURED AT WORK:

1. Notify your Supervisor IMMEDIATELY, even if you do not wish to receive medical treatment. If your Supervisor is not available, notify a lead or other available Supervisor. Contact the Human Resources Office at ext. 70821.
2. Call the TravCARE nurse-line or WC Administrator, Jose Lozano @ ext. 79493.
3. If medical treatment is requested, complete the entire WC packet.
 - Employee Report – mandatory regardless of severity or treatment
 - Supervisor Report – mandatory regardless of severity or treatment
 - DWC-1 Form
 - Salary Continuation Form
 - MPN Acknowledgment
4. Submit completed packet to your HR department and/or WC Administrator.

MEDICAL TREATMENT PROVIDERS**Non-Emergencies / Urgent Care Centers:**

CONCENTRA – RANCHO
(Hours: 24 hrs/7 days p/wk)
9405 Fairway View Place
Rancho Cucamonga, CA 91730
Phone: (909) 481-7345
Fax: (909) 484-8661

CONCENTRA – ONTARIO
(Hours: M-F 7:00 am - 6:00 pm)
1101 S. Milliken Ave. Suite C
Ontario, CA 91761
Phone: (909) 390-2799
Fax: (909) 390-0929

Emergencies:

SAN ANTONIO COMMUNITY HOSPITAL
(Hours: 24/7 - contact Campus Safety)
999 San Bernardino Road,
Upland, CA 91786
Phone: (909) 985-2811, ext. 24527