



## **303 POLICY - Risk Management**

### **303.1 Statement of Policy**

Redlands Community College, as an agency of the State of Oklahoma, complies with the risk management policies of the State of Oklahoma and is subject to the applicable rules and regulations. Specific risk management procedures are published in the Procedures section of the Policies and Procedures Manual.

Adopted 1985

Revised 1991

Revised February 2001

Revised December 2010



## **303 PROCEDURE - Risk Management**

### **303.1:1 Statement of Procedure**

If an employee, student or visitor is injured on campus and the victim requires emergency medical attention, dial 911 from a campus telephone, which also sends a message to selected campus officials to facilitate a quicker emergency response. If calling from a mobile phone or an off-campus phone, dial 911 then call campus security at (405) 422- 6200 to facilitate a quicker emergency response.

Contact the Office of Human Resources (ext. 1267) or (405) 422-1267 as soon as possible. A telephone number will be provided to the injured party so he or she can contact the State Risk Management Office regarding any claim or medical bills. Carefully document all of the information regarding this situation and send it to the Office of Human Resources. Providing as much information as possible to Risk Management is a necessity. The State Risk Management Office administers liability and property insurance for all state agencies.

See the Emergency Preparedness Guide for additional information.

Adopted 1985

Revised 1991

Revised February 2001

Revised February 2002

Revised February 2011