



**MEMORANDUM**

Office of the Vice President of Student Services  
(714-241-6160)

To: All Coastline Personnel  
 From: Ross Miyashiro, Vice President of Student Services  
 Date: October 7, 2016  
 Subject: Student/Non-Student Accident/Incident Form

Attached you will find a copy of the Student/Non-Student Accident/Incident Report Form (students are those individuals that are currently enrolled with Coastline; non-students are those individuals who are visitors or a guest at Coastline). The college employee, who either witnesses a student or is supervising a student at the time of injury, **should complete the form in full and submit it immediately to Coastline College Center, Attention: Rosalie Triggs, [rtriggs1@coastline.edu](mailto:rtriggs1@coastline.edu)** (employee injuries must be reported for Workers Compensation to Coastline College Center, Human Resources, Attention: Shaunick Barber at [sbarber@coastline.edu](mailto:sbarber@coastline.edu) / 714-241-6147 or Renate Akins at [rakins@coastline.edu](mailto:rakins@coastline.edu) / 714-241-6146).

Staff members should handle life-threatening emergencies and other illnesses or injuries requiring 911 services in the most expedient manner possible. If a student's/non-student's injuries are non-life threatening and the student is able to travel, he or she should proceed directly to one of the authorized Memorial Care Medical Group locations listed below:

<b>Westminster Memorial Medical Care Group Location</b>	<b>Huntington Beach Memorial (Beach Boulevard) Medical Care Group Location</b>	<b>Huntington Beach (Adams Avenue) Memorial Medical Care Group Location</b>
<b>15464 Golden West (at McFadden) Westminster, CA 92683 714-891-9008</b>	<b>18561 Beach Boulevard Huntington Beach, CA 92648 714-848-0080</b>	<b>9122 Adams Avenue Huntington Beach, CA 92646 714-378-0900</b>
<b>Hours: 8:00 a.m. – 9:00 p.m. Monday through Sunday (holiday hours may vary)</b>	<b>Hours: 8:00 a.m. – 9:00 p.m. Monday through Sunday (holiday hours may vary)</b>	<b>Hours: 8:00 a.m. – 9:00 p.m. Monday through Friday. Closes at 8:00 p.m. on Saturday. Closed on Sunday. (holiday hours may vary)</b>

Upon arrival at Memorial Care Medical Group, students must provide a current Coastline student class program printout (which can be located at MY CCC) and a form of picture identification such as a Coastline Student ID card or Drivers License. Non-students must obtain prior authorization for medical care from Student Services, Rosalie Triggs at 714-241-6208. If a student/non-student is under 18 years of age, they must also present a signed permission statement from their parent or legal guardian for medical treatment.

The District has arranged for a special all-risk rider to supplement the Student-Accident Policy for Coastline College. This is to provide accident coverage for potential students (not currently enrolled) who are on campus for school related business such as counseling, registration, financial-aid, etc. Claims will be handled through Memorial Care Medical Group. Please keep an up to date supply of these forms available at all times.

All student and employee injuries must be properly and promptly documented. Student Services will be responsible for reporting all incidents to Public Safety and Emergency Management and to District Risk Services.

**Student/Non-Student Injuries Contact:**  
 Rosalie Triggs, Student Services  
 714-241-6208  
[rtriggs1@coastline.edu](mailto:rtriggs1@coastline.edu)

**Employee Injuries Contact:**  
 Shaunick Barber, Human Resources  
 714-241-1647  
[sbarber@coastline.edu](mailto:sbarber@coastline.edu)