RIVERSIDE COMMUNITY COLLEGE DISTRICT

RISK MANAGEMENT

QUICK LINKS & RESOURCES

Reporting • Services • Contacts • Training

EMERGENCY? CALL 911 | Emergency Procedures Poster | Emergency Reference Guide

Risk Management	Monica Esqueda • (951) 212-2153 monica.esqueda@rccd.edu	**Risk Coordinator**	BJ Cain • (951) 203-3297 bj.cain@rccd.edu
Risk Support	Yanel Orozco • (951) 222-4017 yanel.orozco@rccd.edu	**Industrial Injury Hotline** **Student Accident Insurance**	CarivaCare/Athens • (833) 284-3670 Davies Life and Health (844) 304-3550

Emergency Preparedness & Safety Coordinators contacts and webpages

Moreno Valley College	**Norco College**	**Riverside City College**
Tony Ruiz (951) 206-2646 tony.ruiz@mvc.edu Selina Phev (951) 571-6197 Selina.phev@mvc.edu	Justin Czerniak (951) 204-4297 justin.czerniak@norcocollege.edu	Sean Disalvio (951) 206-8476 sean.disalvio@rcc.edu

Not sure where your issue belongs? Start by submitting a Risk Management Work

INJURY	• Employee: Call CarivaCare/Athens immediately at (833) 284-3670; notify supervisor; complete Workers Compensation paperwork. • Student: Use Student Accident Insurance Information, Claim Accident Form, and Reporting Instructions.
CONTRACTS & INSURANCE	• Certificate of Insurance (COI): send request and contract to bj.cain@rccd.edu. • Contract Review: send to contractsreview@rccd.edu or use OnBase (if sent thru OnBase do not send through contract review. • IT Review: send to InfoSecReview@rccd.edu • Use Risk Management resources for insurance requirements and contract-related Risk questions.
EMERGENCY ALERTS	• RCCD Mass Notification information • Rave Guardian App Information • Parent/guest opt-in information is available for Moreno Valley College, Norco College, and Riverside City College.
EMERGENCY PREPAREDNESS & DEAPs	• Emergency Procedures Poster • Emergency Reference Guide • RCCD Emergency Evacuation Maps • RCCD Emergency Resources • Need help with a Department Emergency Action Plan (DEAP)? Submit a Risk Management Work Order.
EVENT SAFETY & SECURITY	• Submit a Risk Management Work Order for an event Safety Plan (Safety Coordinator) or Security Plan (Police). • You may also request a safety walkthrough with Police, Safety & Risk Management.
HAZARDS & SAFETY CONCERNS	• Use the Risk Management Work Order System to report safety hazards or concerns, request prevention consultation, or request an ergonomic assessment.
PROPERTY DAMAGE	• Report damage immediately to the Safety Coordinator; photos and an incident report will be submitted through SBN.
REGULATORY INSPECTIONS (CALOSHA, Fire, etc)	• Politely ask the inspector to wait until appropriate District personnel can accompany them. • Contact the Emergency Preparedness & Safety Coordinator, Vice President of Business Services, and Risk Management. • Escort the inspector until appropriate personnel arrive.
RISK MANAGEMENT SERVICE REQUESTS	• Use the Risk Management Work Order System for ergonomic assessments, hazards/safety concerns, prevention consultations, event plans, safety walkthroughs, DEAP assistance, and group training requests.
STUDENT BEHAVIORAL CONCERNS	• Moreno Valley College Safe Team • Norco College Care Team • RCC C.A.R.E.S. Reporting Form

TRAINING	• Requests can be made for group trainings through the Work Order system. • Sample available trainings: Active Shooter, De-escalation & Situational Awareness; CPR/AED/First Aid; Emergency Management; Evacuation Chair; Stop the Bleed. • Vision Resource Center State Chancellors Learning platform • Calosha trainings • Know be 4 Security Training IT Cyber Trainings • RCCD Training Calendar • RCCD's Risk Management Training Website
VEHICLE DAMAGE	• RCCD Auto Damage information & Auto Accident Report • Report damage immediately to the Safety Coordinator; photos and an incident report will be submitted through SBN system. • Obtain the police report and send it to Risk Management. • Submit repair estimates to Risk Management.
WAIVERS & RELEASE OF LIABILITY FORMS	• Use current District waiver/release resources.
WE TIP	• RCCD Police Department WeTip program • WeTip Anonymous Tips form
WORKPLACE VIOLENCE	• Includes threats, physical assaults, intimidation, stalking, and weapon-related incidents. • If there is an immediate threat to life or safety, call 911 first • RCCD Incident Report Form • RCCD Workplace Violence Prevention Plan

Not sure where your issue belongs? Start with Risk Management or submit a Risk Management Work Order.