

## **Participant Reference Guide**

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emergency. If you are notified of a facility emergency, for example an escape, fire, or riot, do not return to your facility until you are directed to do so by your supervisor or class coordinator. If you are notified that you need to return to your facility, contact your class coordinator before you leave. If you are unable to contact the class coordinator, leave a message with another staff member, or a classmate.

### **Emergency and Non-Emergency Medical Treatment**

In accordance with the employer's responsibility to provide Workers' Compensation Insurance, you will receive an individual packet during orientation, the morning of the first day that details the procedures for seeking medical treatment. Work related injury and illness, as well as non-work related injury and illness, are covered. The notification process is divided into two categories, life or limb threatening, and non-life or limb threatening. There is a form attached that you must sign and return that states you have been notified of these procedures and understand them.

State and federal laws require employers to record and report job acquired illnesses or injuries sustained by employees while on the job. Therefore, it is important that you notify your class coordinator of any illnesses, injuries, or other ailments that you experience while attending training. Your class coordinator will also need to know if you are able to safely participate in training and/or respond to emergency situations. Some blocks such as cardiopulmonary resuscitation (CPR), first aid, and applying restraints require bending, squatting, stretching, and kneeling.

Participants are to immediately report any injuries sustained while at OCCDC. Injured participants will submit a written report to the class coordinator prior to the end of the workday.

If appropriate, injured participants who choose to seek medical attention will be immediately transported to the designated medical facility by an OCCDC staff member. This procedure will ensure that the participant is not billed or held responsible for the bill. Participants must provide a physician's release before they will be allowed to return to training.

Participants should report any illness to their class coordinator. If the participant wishes to be seen by a medical professional, the nearest hospital is Mercy El Reno, 2115 Parkview Dr. El Reno or Healthcare One Urgent Care & Family Practice is located just south of Redlands Community College, 1900 S Country Club Rd, El Reno (405) 295-2900. The participant will be personally responsible for costs/co-pay of treatment received.

### **Emergency Procedures** **Physical Plant**

During your stay at the Oklahoma Correctional Career Development Center these emergency procedures will be in place to help ensure your safety.