



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
SE-1.8.02	Accidents, Non-Employee	07/01/2007	

I. Overview

If a student or other person not employed by the College is injured in an accident, notify the Security/Public Safety Office immediately. An immediate response and sufficient documentation insure proper medical attention and protect the College from liability claims. Refer to the Workers' Compensation Claims procedure for accidents involving employees.

II. Who to Call for Help

Main Campus

Emergency.....9-911 (College Phones)
 Security.....493-0554
 Plant Director.....515-0235
 Assistant Plant Director.....515-0247

Early County Campus

Emergency..... 9-911 (College Phones)
 Security..... 724-2100
 Director.....724-2108
 Plant Operations..... 724-2121

III. Action

Employee: Call Security/Public Safety to report the incident. As soon as possible, prepare a written statement for Security/Public Safety.

Security/Public Safety: Respond to the assistance call, direct events as appropriate, and complete an incident report. Send a complete copy of all file documents to the Vice President for Business Affairs.

Vice President for Business Affairs: Notify the Board of Regents of a potential claim.