

**I. Emergency Medical Assistance**

- A. The College has no facilities for medical treatment of employees or students.
- B. College personnel and/or individuals present will contact emergency services by dialing 9-1-1 and request first responder services in the event of a medical emergency.
- C. All accidents involving College employees are to be reported to the appropriate Dean/Vice President and the Safety Office within one (1) business day. All accident report forms must be completed within two (2) business days.
- D. Students who are covered under student accident insurance should notify the appropriate Dean/Vice President within one (1) business day. If the accident occurs in a classroom or lab, the appropriate employee should complete the College's Student Accident Report Form. The Administrator will assist the student in making a claim to the insurance company. Students are also encouraged to report any acute medical conditions to their faculty/instructors.
- E. If emergency medical services are required off campus, i.e., firing range, defensive driving course, etc., established emergency medical procedures for that location should be followed in conjunction with the aforementioned procedures.
- F. The following procedures should be followed if an accident occurs involving a College vehicle:
  - 1. Dial 9-1-1 if emergency services or an ambulance is needed;
  - 2. Contact the appropriate law enforcement agency to obtain a report;
  - 3. Obtain as much information as possible from any other parties involved in the accident; and
  - 4. Contact the Safety Officer.

Adopted: 7/01/2018