

I. Emergency Medical Assistance

- A. The College has no facilities for medical treatment of employees or students. However, the College will have medical first aid kits located in each campus building.
- B. In the event of an emergency, 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 Executive Director of Human Resources 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 Director of Safety, Security & Health 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 the Registrar's Office and to their 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 Director of Safety, Security & Health.

Adopted: August 26, 2022