ACCIDENTS ON CAMPUS

The following are steps to be taken in the event that an accident occurs on campus.

1. Seek medical assistance if required.

2. Call Campus Security or Plant Operations to report the accident and obtain their assistance as soon as possible.

3. Get the injured party's name, address, and telephone number.

4. Get the names, addresses, and telephone numbers of any witnesses.

5. Do not admit liability. Our insurance company will investigate.

6. As soon as possible obtain written statements from witnesses. Be sure to include names, addresses, and telephone numbers. Have these statements signed and dated (witness statement forms are available in the Personnel Office). If witness statement forms are not available use whatever writing paper is handy. The Personnel Office, Campus Security, or Plant Operations will assist you with completing these statements.

7. As soon as possible have the injured party document the accident in writing. This statement must be signed and dated.

All statements should include as much of following as possible:

a) date, time, and location of accident
b) identification of injured party (name, address, telephone no.)
c) description of the injury or property damage
d) cause of accident and why it occurred
e) who was at fault and why
f) description of what happened
g) any other relevant information such as weather conditions
h) name, address, and phone number of person providing statement
i) signature of person providing statement and date

8. Have Campus Security take pictures if appropriate and possible.

9. Complete and sign an accident report (forms are available in the Personnel Office). Forward the completed accident report to the Personnel Office as soon as possible. Send along with the accident report all other witness statements and injured party statements.

10. Personnel Office will report the incident to the College's insurance carrier for follow up.

11. Report any employee injury to the college's Personnel Office.