

## Procedure 2.1.5.1 Administrative: Campus Medical Emergencies

**TRI-COUNTY  
COMMUNITY COLLEGE**

**ADMINISTRATIVE  
CAMPUS MEDICAL EMERGENCIES**

**PROCEDURE  
2.1.5.1**

---

- A. The College has no facilities for medical treatment for students, employee and guests. However, the College will have medical first aid kits located in each campus building.
- B. In the event of a medical emergency, College personnel and/or individuals present should contact emergency services at 911 and request first responder services.
- C. All accidents involving College employees are to be reported to the Business 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 Business Office 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 for College students or employees participating in a College event at an off-campus location, the injured party should immediately alert officials at the event or location and/or contact 911.
- F. In the event of an accident involving a College vehicle:
  - 1. Dial 911 if emergency services or an ambulance is needed;
  - 2. Contact the appropriate law enforcement agency to obtain an official law enforcement report;
  - 3. Obtain as much information as possible from any other parties involved in the accident (including, if possible, insurance information); and
  - 4. Immediately contact Business Office.

Adopted: 5/24/18 BOT