

# Three Rivers Community College

## EMERGENCY ACTION PLAN

### **28. ACCIDENTS, OCCUPATIONAL INJURY OR ILLNESS**

#### **Motor vehicle and / or pedestrian accidents:**

On campus motor vehicle and / or pedestrian accidents should be reported to campus Security in order to obtain medical and / or law enforcement assistance as needed; and to document the event in a TRCC Incident Report.

Requests for Security assistance can be made from the Emergency Blue Phones located throughout the campus parking lots; from contact of the Security Officer assigned to traffic duty or the mobile Security patrol vehicle; or personal reporting to the Security Desk in the main lobby in person or by calling extension 55555 on one of the emergency phones located throughout the campus building.

Although campus Security will provide assistance in requesting emergency medical or police response, the individuals involved in the incident are ultimately responsible for calling the police in accidents that do not involve injuries or towing companies if such service is required.

If person(s) sustain injuries requiring medical assistance, the incident should be treated as a medical emergency and procedures detailed in Section 26 of the Emergency Action Plan should be followed. Notwithstanding the guidance provided in this section, do not hesitate to call 911 in a true medical emergency first and notify Security immediately after the 911 call has been placed.

#### **Emergency accident / illness procedures:**

There are various forms and procedures to follow regarding accidents or illness involving employees, students, and visitors. Even though these procedures should be followed, victims or witnesses should use their good judgment about the need to call for emergency personnel on 911 and possible transport to an emergency room. As stated above, accidents and illnesses requiring medical assistance must be treated as a medical emergency and procedures detailed in Section 26 of the Emergency Action Plan should be followed. In addition to all other reporting required, all incidents of serious injury to any college employee, student or visitor should be reported to the President and Dean of Administration by phone or other expeditious means.

In the event that a student is injured on campus, an Incident Report Form (Appendix B) is to be filled out by the faculty or staff member present. If a Security Officer is either present or later involved after the fact, they should file a separate report on their Security Incident Report Form. All reports should be forwarded to the Dean of Administration, for further dissemination to the Dean of Students and other interested offices. If initial reporting is by electronic means, the original signed copies of Incident Reports prepared by faculty or staff should be forwarded to the Dean of Administration or to the Security Site Supervisor for record purposes.

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**Occupational illness or injury:**

The “Report of Occupational Injury or Disease to an Employee” form (DAS Form WC 207) is filled out for any employee who is injured or becomes ill due to occupational duties while working at Three Rivers Community College. The employee's immediate supervisor completes this form and copies are forwarded to the Director of Human Resources within 24 hours of the accident or illness. The accident must also be reported by phone to GAB Robins North America at 1-800-828-2717.

Blank copies of the First Report of Employee Injury or Illness may be obtained in the Human Resources Office. The Director of Human Resources will use the information provided in this form to complete the First Report of Employee Injury or Illness Form when applicable. It includes pertinent background information, the nature of the injury, and a record of the supervisor's knowledge of the injury. After completion, the form is filed with the State Board of Claims and a copy filed in the Human Resources office. The College reports all employee injuries as required by OSHA and insures that all employees receive their full benefits under the Worker's Compensation Program.