IMMEDIATE PROCEDURES

Upon the occurrence of an accident with injury:

- Determine if the situation is minor or serious.

- If minor, apply first-aid from the most accessible campus first-aid kit if the injured concurs with the treatment.

- If serious,
  - Apply first-aid or immediately ask someone to help you do this.
  - Contact Campus Safety or the local campus emergency contact. If no answer or if the line is busy, call the local emergency management services or rescue unit at 9-1-1.

- Stay with victim until an ambulance, emergency services, paramedics, etc. arrive.

- Do not transport the injured person under any circumstances. If necessary, determine the identity of the victim through the Human Resources office or Student Affairs office, and provide the information to emergency personnel.

ACCIDENT REPORTING

Supervisors should make sure that a high level of safety awareness exists in each facility and that all employees are thoroughly trained in their duty assignments, including proper safety practices. If an accident should occur, it must be reported to the injured person’s supervisor as quickly as possible. Any fatal accident, any accident requiring hospitalization, or any serious injury involving a student, visitor, or employee must be reported immediately to Campus Safety, the President’s office, and the office of the Director of Public Relations.

General Information

- Accidents are required to be reported; reporting is not optional. If the injured person is an employee, that employee’s supervisor must complete and file a KCTCS form labeled, “Form FM84 KCTCS Accident Report Form” available online or in the JCTC Business office. If the injured is a student, a campus official needs to complete this form. Such person might, for example, be the student’s work supervisor if the student works on campus; or the student’s academic advisor or counselor; of the Director of the campus where the student does his or her academic work; etc.
• Employees injured on the job must report their injury to their supervisor within 24 hours to ensure that Workers Compensation benefits, if applicable, will be paid. The same is true for students injured while working for the College.

• Employees injured on the job or their supervisors should also contact Human Resources for insurance information if needed or desired.

• Students injured while on campus and requiring medical assistance should complete a Medical Claim Form obtained from and later returned to the Business office on the Downtown campus. All students are covered under a blanket accident policy as secondary insurance coverage to their primary insurance.

**Employee Injuries and Illnesses**

Employees must report all work-related accidents, injuries, or illnesses to their supervisor. All injuries or illnesses must also be reported to Human Resources. The Workers’ Compensation “First Report of Injury or Illness” form (or IA-1 form) and the “Form FM84 KCTCS Accident Report Form” must be filed regardless of whether medical attention is sought. Both of these forms are available in the Business office. The Workers Compensation IA-1 form is shown in Appendix D to this Section IX; and the KCTCS Form FM84 is shown in Appendix E to this Section IX.

Additional, more specific information pertaining to workplace injuries and illnesses can be found in Topic IX-022.

**Student or Visitor Accidents**

Any faculty or staff member who witnesses, is involved in, or is informed of an accident with a student or visitor should report the accident using the “Accident-Occupational Injury/Illness Report” form.

**Accident and Emergency Procedures**

If the emergency occurs in the classroom, the instructor of the class assumes the responsibility for carrying out the emergency procedures. If the emergency occurs outside the classroom, the first college employee on the scene assumes responsibility for carrying out the emergency procedures. A report of all accidents/emergencies must be filed within 24 hours. For purposes of this Topic IX-001, a “minor emergency” is considered to be any incident that will not seriously affect the overall functional capacity of the College, while a “major emergency” represents any incident that affects an entire building or buildings which will disrupt the overall functions of the College. In the case of a major emergency, outside services will most likely be required along with efforts of on-campus support services. Also for this Topic IX-001, a “disaster” means any event that seriously impairs or impedes overall operations of the College. This may manifest itself in mass casualties and severe property damage. A coordinated effort of all campus–wide resources will be necessary along with full cooperation with outside emergency services.

Procedures discussed in this Topic IX-001 apply to accidents and injuries which occur on campus, at rental facilities, and at other off-campus sites.