SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Accidents or Injuries

EFFECTIVE DATE: July 1, 2000

This policy shall apply to any staff member of Southwest Tennessee Community College who is, or could be considered, acting in a position of responsibility when a serious injury occurs.

Action taken immediately following an accident or injury may determine the seriousness or outcome of the trauma.

Purpose

The purpose of this policy is to establish a basic course of action in the event of a serious injury on campus.

Any time there is a personal injury on campus the first staff member (instructor, lab tech., etc.) on the scene will:

1. Call the Public Safety Office immediately at 333-4242 (Macon Campus) or 333-5555 (Union Campus). If Public Safety Office does not answer, call the Southwest Tennessee Community College operator by dialing Ext. 0. The Operator will try to contact Public Safety through radio or other means.

2. Determine the seriousness of the injury.

Transition Team VII

Source of Policy: Human Resources

Responsible Vice President for Business,

Administrator: Finance & Info Systems

TBR Policy Reference: N/A

TBR Guideline Reference: N/A

Approved: President

Date: July 1, 2000
3. If a Public Safety Office employee does not arrive immediately, decide if an ambulance is needed, and make the call or have the call made. (Note: The 911 emergency number should be used.)

4. If the victim is conscious, they should be transported to the hospital of their choice. (Note: St. Francis and The Med are the hospitals for individuals who do not have insurance.)