

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE <b>CAMPUS MEDICAL EMERGENCIES</b>	Procedure 2.1.5.1
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- A. The College has no facilities for medical treatment for students, employee and guests. However, the College has first aid kits located in each campus building.
- B. In the event of a medical emergency, individuals present should contact emergency services at 9-1-1 and request first responder services. If using a campus phone dial 9 then 9-1-1.
- C. All accidents involving College employees are to be reported to Human Resources immediately as well as the employees supervisor once the employee has received any immediate necessary care. All accident report forms must be completed within two (2) business days.
- D. Students who are covered under student accident insurance should notify the Executive Vice President of Instruction and Student Services immediately after student has received any immediate necessary care. If the accident occurs in a classroom or lab, the appropriate employee should complete the College's Incident Reporting Form. Student Services 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 9-1-1.
- F. In the event of an accident involving a College vehicle:
  - 1. Dial 9-1-1 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. Report the accident to the appropriate supervisor and the Director of Campus Development.

Adopted: 11-14-2017  
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