ACCIDENTS

MINOR - Level I

• Administer first aid by utilizing trained allied health personnel.
• Follow emergency procedures as indicated by nature of accident.
• Inform Director of Police, Dean of Student Services and Dean of Instructional Services.
• Fill out accident report form found on Vernon College website.

MINOR – Level II

• If life threatening, call 911. Notify switchboard by dialing “0” to notify Director of Police, Dean of Student Services, Dean of Instructional Services, and Director of Human Resources.
• Apply first aid utilizing trained staff.
• Fill out accident report form found on Vernon College website.

BUS AND AUTO ACCIDENTS

• Call emergency vehicles/services: police, fire, ambulance, or DPS.
• If threat of fire exits, move to a safe place.
• Contact Business Office at the College.
• Verify report with police. Attempt to determine who has been injured; extent of injuries and what hospital was utilized.
• Notify Dean of Student Services.
• Prepare a list of students, parents, and phone numbers.
• Fill out a Vernon College accident report form.
• Check with business office about insurance coverage, etc.