

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.