



Linn State Technical College

Accident Reporting Procedures

Accident with no injuries:

Report all accidents to Human Resources at extension 5108 or 5127 and complete an Accident on State Property report per the Missouri Central Accident Reporting Requirement.

Student Accidents:

1. Accident with serious injury
 - a. Call 911 to request an ambulance. (Remember to dial 9-911 if calling from a campus phone.)
 - b. If the injured student is responsive, help him/her contact family members.
 - c. If the injured student is not responsive,
 - i. **College Counselors, Associate Dean of Student Services or Resident Manager can assist with family notifications.**
 - ii. The Academic Records office can assist with family contact information.
 - d. Within 24 hours, notify Human Resources at extension 5108 or 5127 to complete an Accident on State Property report.
 - e. **Within 24 hours, notify the Dean of Academic and Student Affairs at extension 5294 or 5195, Associate Dean of Student Services at 5193, or other available Deans if the Dean of Academic and Student Affairs and Associate Dean of Student Services are not available.**
2. Accident with minor injury
 - a. Make arrangements to escort or transport the injured student to the Community Health Center / doctor's office / emergency room as needed. (The injured student should not to be transported by another student except as directed in a major crisis or disaster.)
 - b. Remind the injured student to contact family members as appropriate.
 - c. Within 24 hours, notify Human Resources at extension 5108 or 5127 to complete an Accident on State Property report.
 - d. **Within 24 hours, notify the Dean of Academic and Student Affairs at extension 5294 or 5195, Associate Dean of Student Services at 5193, or other available Deans if the Dean of Academic and Student Affairs and Associate Dean of Student Services are not available.**
3. **For all student accidents, it is recommended that involved students contact a College Counselor or the Associate Dean of Student Services to complete Incident Reports, using their best recollections.**
 - a. Written statements are given by involved parties and witnesses.
 - b. Counselors file these reports as proof of students having the opportunity to give facts by making their own statements.
 - c. Students are given copies of their own statements.
 - d. Once the students' Counseling Files are retired upon graduation or other exit, all contents including Incident Reports are shredded.

Employee Accidents:

1. Accident with serious injury
 - a. Call 911 to request an ambulance for transport to St. Mary's Medical Center Emergency Room in Jefferson City. (Remember to dial 9-911 if calling from a campus phone.)
 - b. If the injured employee is responsive, help him/her contact family members.
 - c. Contact Human Resources immediately at extension 5108 or 5127. They will:
 - i. Provide insurance information that the injured employee will need to check in at the emergency room.
 - ii. Begin the process of family notification if the employee is unable to do so.
 - iii. Notify the injured employee's supervisor if this has not already been done.
 - iv. Work with you to complete an Accident on State Property report and an Initial Injury Report (in the Human Resource Office) within 24 hours.

2. Accident with minor injury –
 - a. Make arrangements to escort or transport the injured employee to the Community Health Center / doctor's office / emergency room as needed. (The injured employee should not to be transported by a student except as directed in a major crisis or disaster.)
 - b. Contact Human Resources immediately at extension 5108 or 5127. They will:
 - i. Provide insurance information that the injured employee will need to check in at the clinic / doctor's office / emergency room.
 - ii. Notify injured employee's supervisor if this has not already been done.
 - iii. Work with you to complete an Accident on State Property report and an Initial Injury Report (in the Human Resource Office) within 24 hours.
 - c. Remind the injured employee to contact family members as appropriate.