



Revision Responsibility: Director of Facility Services and Safety  
 Responsible Executive Officer: Vice President of Financial and Administrative Affairs

Source/Reference: Columbia State Emergency Preparedness Plan  
[Columbia State Policy 02:20:00](#)

**PURPOSE**

To establish procedures for responding to and documenting an accident, injury, or medical emergency occurring on Columbia State Community College property, while engaged in Columbia State Community College business, or while on Columbia State sponsored trips, or while attending College-sponsored events.

**POLICY**

- I. If a person becomes seriously injured or ill on any Columbia State campus, the local emergency medical services (9-911) shall be contacted for immediate response.
- II. Campus security on the Columbia or Williamson Campus, or the campus administrator if the incident occurred at another campus, shall also be contacted.
- III. All Accident/Medical Incident Report forms (Appendix A) shall be submitted to the Columbia or Williamson Campus Security office.
- IV. All emergency transportation and treatment costs are the responsibility of the individual.
- V. Individuals may refuse medical treatment and may not be held against their will, unless they pose a threat to the safety of others.
- VI. All accidents, injuries, or medical emergencies occurring on any campus, in the course of completing College business, while on College sponsored trips (excluding International Education trips covered by [Columbia State Policy 02:20:00](#)), or while attending College-sponsored events shall be reported to the corresponding department displayed in Table 1 below.

Table 1.

	Human Resources	Student Enrollment, Engagement & Services	Columbia Security
Students		X	X
Staff	X		X
Faculty	X		X
Visitors		X	X
Contract Employees			X
Temporary Employees	X		X



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- VII. All injuries occurring during participation in the International Education Program outlined in [Columbia State Policy 02:20:00](#) shall be reported in accordance with that procedure.
- VIII. All injuries should be reported to the corresponding associations found in Table 1 within 24 hours.

## **PROCEDURES**

### **I. Medical Emergencies**

- A. If the sick or injured person is unable to provide instructions for medical treatment (unconscious, incoherent, or unable to rise), the local emergency management services (9-911) shall be contacted. Do not move the person. The following information should be provided:
1. Location of patient
  2. Nature of illness or injury
  3. Your name, location, and telephone number
- B. If the medical emergency or injury occurs in a classroom or laboratory, the faculty member shall assume responsibility for first attempting to communicate with the person and then call 9-911, if necessary.
- C. If the medical emergency or injury occurs in or near an office, the person closest to the situation shall first attempt to communicate with the person and then call 9-911, if necessary.
- D. If at the Columbia or Williamson Campus, campus security shall be contacted to coordinate and control the situation. If at another campus, the campus administrator should be contacted to coordinate efforts. The individual responding to the emergency shall remain on the scene until security arrives.
- E. The local emergency management services will determine whether the person is to be moved or transported by ambulance.
- F. If the sick or injured person is able to provide instructions for medical treatment, then such treatment shall be followed as long as those present conclude that the affected person is physically and mentally sound.<sup>1</sup>
- G. If the injured party is an employee, the supervisor is responsible for collecting information for the Accident/Medical Incident Report.
- H. If the sick or injured party is a student and the incident occurs on the Columbia or Williamson Campus, the Columbia campus security is responsible for collecting information for the Accident/Medical Incident Report.

- I. If the sick or injured party is a student and the incident occurs on another campus, the campus administrator will be responsible for collecting information for the Accident/Medical Incident Report.

## II. Reporting Medical Emergencies, Accidents and Injuries

### A. Incidents Involving Students

1. Any student or employee witnessing an accident, injury, and/or medical emergency on the Columbia Campus shall report the incident to campus security. Incidents occurring on another campus shall be reported to the campus administrator.
2. The Columbia State representative in charge of any off-campus Columbia State sponsored event or trip shall immediately report any accident, injury, and/or medical emergency to the Columbia or Williamson Campus Security office.
3. All accidents, injuries, and/or medical emergencies occurring on Columbia State properties or at Columbia State sponsored events or on Columbia State sponsored trips shall be documented by completing the Accident/Medical Incident Report (Appendix A) and submitting the report to the Columbia or Williamson Campus Security office.
4. The campus administrator at each campus is responsible for providing a copy of the Accident/Medical Incident Report (Appendix A) to the Columbia Campus Security office.
5. Campus security shall report all accidents, injuries, or medical emergencies involving students to the vice president for student enrollment, engagement and services.

### B. Incidents Involving Faculty or Staff

1. An employee injured while performing an activity within the scope of his or her employment whether on-campus or not shall immediately report the incident to his or her supervisor and within 24 hours to the Columbia or Williamson Campus Security office.
2. All accidents, injuries, and/or medical emergencies occurring on Columbia State property or on Columbia State business shall be documented by completing the Accident/Medical Incident Report (Appendix A) and submitting the report to the Columbia or Williamson Campus Security office.

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3. The campus administrator at each campus or the Security office at the Williamson Campus is responsible for providing a copy of the Accident/Medical Incident Report (Appendix A) to the Columbia Campus Security office.
  4. Campus security shall report all accidents, injuries, or medical emergencies involving employees to the Columbia Campus Security office.
  5. Human Resources staff shall advise and assist the employee in following necessary procedures to report the incident appropriately to the State's third party administrator for recommendations on course of treatment and approved medical providers.
- C. Reporting of Injuries, Accidents and Medical Emergencies to the State of Tennessee's Third Party Administrator
1. The injured employee and his or her supervisor are responsible for following the steps found in the State of Tennessee Third Party Administrator Reporting Process (Injured Employee) (Appendix B) and the State of Tennessee Third Party Administrator Reporting Process (Supervisor) (Appendix C) to ensure that appropriate notification of the injury is provided.
  2. Violations of this reporting requirement may result in disciplinary action.

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<sup>1</sup>Student emergency contact numbers/names are listed on the *Application for Admission*. The Student Enrollment, Engagement and Services office [ext. 2570] will provide that data, if the student furnished emergency information on the Application.

*Revised: December 6, 1994; October 25, 2005; July 1, 1998; December 19, 2002 (policy revised and renumbered using new policy format; policy was previously numbered as 07-18); July 27, 2004 (deleted references to College nurse and Health Services office); November 30, 2004 (extensive revision to reflect changes in procedures); July 26, 2005 (combined Policy 06:05:00 and 06:06:00 into one policy numbered 06:05:00); September 28, 2011 (new policy format and updated titles); February 29, 2016 (modification of policy to adapt for the new changes in state Workers' Compensation laws and updated titles)*