

SAFETY AND SECURITY

(Complete policies may be found in the Gadsden State Community College Safety & Security Handbook)

Accidents and Accident Reporting

1. What should be done in the event of an accident cannot be stated in a simple set of rules. Remaining as calm as possible and exercising as much common sense are the best tools for coping with an accident. This section of the Safety and Security Handbook will, therefore, establish guidelines which will generally be useful in the event of an accident.
2. In the event of a serious accident, call **EMERGENCY 911** from campus phones, THEN CALL YOUR CAMPUS SECURITY OFFICER. Calmly explain to the operator (1) How many were injured, (2) how serious the injuries appear to be, and (3) the location of the accident.
3. If the accident does not warrant the emergency response personnel but, nevertheless, warrants medical attention, **911** should be called. Explain to the operator that the injury does not appear to be serious, but the victim needs to be checked by emergency medical personnel. Most College staff are not trained in how to manage an emergency; therefore, medical decisions need to be made by medical personnel. It is the policy of Gadsden State Community College to call 911 for all emergencies. College personnel should not transport an injured person in College vehicles. Personal vehicles may be used to carry an accident victim to the Emergency Department only after authorization from responding emergency medical personnel.
4. If the accident involves acid or base spillage, immediately flush the area with large amounts of water. Flushing should continue until emergency medical personnel arrive. (Eye washes and chemical showers should be used without delay.) Victims should be transported to the Emergency Department by ambulance for further treatment.
5. If the accident results in inhalation of toxic fumes or gas, take the victim outside immediately and then call **911**, and then call your Campus Security Officer.
6. All accidents, simple or complex, must be reported using the standard Incident and Offense Report to the Director of Safety & Security or any other Campus Security Officer. Copies of the report will be furnished to the appropriate supervisors.
7. Remember, if there is any doubt regarding the seriousness of an injury, summon the appropriate help needed. **It is better to be safe than sorry.**