



College of The Albemarle Policy

Policy Number: 2.1.5

Pages: 1 of 1

Title: Campus Medical Emergencies

Related Policy: Policy Number 2.1.4 Instructional Safety Precautions

Division of Responsibility: Operations

I. EMERGENCY MEDICAL ASSISTANCE

- A. The College has no facilities for medical treatment of employees or students. However, the College will have medical first aid kits located in each campus building.
- B. In the event of an emergency, College personnel and/or individuals present will contact emergency services by dialing 911 and request first responder services in the event of a medical emergency.
- C. All accidents involving College employees are to be reported to the Human Resource Office within one (1) business day. All accident report forms must be completed within two (2) business days in Maxient.
- D. All student related accidents shall be reported through Maxient within two (2) business days. Students who are covered under student accident insurance should be notified by the vice president of student success and enrollment management or designee within one (1) business day of reporting the accident. The chief operations officer or designee will assist the student in making a claim to the insurance company. Students are also encouraged to report any acute medical conditions to the Student Success and Enrollment Management office and to their instructors.
- E. If emergency medical services are required off campus, i.e., firing range, defensive driving course, etc., established emergency medical procedures for that location should be followed in conjunction with the aforementioned procedures.
- F. The following procedures should be followed if an accident occurs involving a College vehicle:
 - 1. Dial 9-1-1 for assistance
 - 2. Contact the appropriate law enforcement agency to obtain a report;
 - 3. Obtain as much information as possible from any other parties involved in the accident; and
 - 4. Contact the director of facility operations, safety and security.

June 13, 2023

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N/A

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision