



## ***Student Accident Report Procedures***

*Vice President  
Academic and Student Services*

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These guidelines have been developed to assist in reporting an accident during college hours or college sponsored activities.

### ***Accident/Injury***

After a student accident has been witnessed by either a Faculty or Staff member, it is that person's responsibility to report the incident by completing an **Accident Report**. This form is to be completed for students who have been injured on campus. It is not to be used for student employees or students associated with an internship or clinical assignment such as; Nursing, AJ, etc. *Employed students or students associated with an internship or clinical assignment who have been injured would need to complete a Workers' Compensation Claim Form DWC 1 and the Employee Report of Work Related injury/Illness, Form DWC 5020 (See Vice Chancellor Administrative Services Office for forms).*

If an accident was not witnessed by an employee and the student approaches you claiming s/he had an accident follow steps 1 and 2 below, if urgent medical treatment is needed. If it is not an emergency call or send student to the Vice President of Academic and Student Services Office (If accident occurred at: Clear Lake Campus send student to Campus Dean and for Beale AFB Outreach send student to Campus Operation Specialist).

If an accident was witnessed by an employee:

1. **Contact Campus Police** – All Police Officers are considered EMT 1<sup>st</sup> Responders (If life threatening medical treatment is necessary - Call 911). Contact Campus Police for accidents that are serious in nature.
2. **Complete Accident Report** – The Accident Report Form is available at the Vice President of Academic and Student Services or on the VPASS website at: <http://www.yccd.edu/yuba/vpass/forms.html>. Upon completion of the form, it must be submitted to the Vice President Academic and Student Services Office for processing.

### ***Follow-up***

1. **After Student Has Been Treated** - If any medical treatment was necessary (within 120 days) the student needs to complete an insurance claim form. Insurance claim forms need to be completed and mailed by the student immediately following medical treatment (returning back on campus). Forms are available at the Vice President Academic and Student Services Office.

*Offices that will assist you when:*

***Emergency Contact:***

**Campus Police**

Yuba College - Bldg 1600A (Warren Hall)  
(530) 741-6771  
(530) 870-1158 Cell

***Student accident occurred during college hour or sponsored activity at Yuba College:***

**Vice President**

**Academic and Student Services**

Dr. Kevin Trutna or Anabel Toche  
Yuba College - Bldg 300  
(530) 741-6766

***Student accident occurred during college hour or sponsored activity at Beale AFB Outreach Services:***

**Campus Operation Specialist**

Susan Downing  
Beale AFB - Bldg 17849, Rm 117  
(530) 788-0973

***Student accident occurred during college hour or sponsored activity at Clear Lake Campus:***

**Campus Dean**

Bryon Bell or Carla Knuth  
Clear Lake Campus - Bldg 400, Rm 402  
(707) 995-7904

***Student accident occurred while working or during internship or clinical assignment hour:***

**Vice Chancellor**

**Administrative Services**

Dr. Willard Wright or  
Lori Mejia  
YCCD - Bldg 100A, Rm 16  
(530) 741-6800