



Vice President
Student Services

Student Accident Report Procedures

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

Accident/Injury

On-Campus Students

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 a [YCCD Student Accident Report Form](#). This form is to be completed for students who have been injured on campus.

Student Employees or in Internships

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 Human Resources Office for forms).

Witnessing the Accident

If an accident **was not witnessed** by an employee and the student approaches you claiming they had an accident, follow step 1 immediately if urgent medical treatment is needed. However, if it is not an emergency, then send the student to the Vice President of Student Services (VPSS) Office.

If an accident **was witnessed** by an employee and the student requires medical assistance:

1. **Contact Campus Police** – Contact Campus Police for accidents that are serious in nature (as all YCCD Police Officers are considered EMT 1st Responders). However, if life threatening and medical treatment is necessary - Call 911.
2. **Complete Accident Report** – The Accident Report Form is available at the VPSS office or on the Employee Resources website at: <https://wcc.yccd.edu/employees/>.
3. Upon completion of the form, it must be submitted to the VPSS Office for processing.

Follow-up

1. **After Student Has Been Treated** - If any medical treatment was necessary, the student needs to complete an insurance claim form. Insurance claim forms are to be completed by the student immediately following medical treatment (upon returning on campus). The completed and signed form is to be emailed to the insurance agent, Ben Stirnaman, at ben@stirnaman.com by the Vice President's Office. Forms are available at the VPSS Office.

Emergency Contact

Campus Police

Woodland Community College - Bldg. 300, Rm 313
(530) 661-5722
(530) 861-8782 Cell

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

Office of the Vice President Student Services

Marrisa Boswell
Woodland Community College
Bldg. 700, Rm 721
530-661-4202

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

Yuba Community College District Office of Human Resources

Mayra Dueñas
Human Resources Analyst
530-741-8765

OR

Vacant
Human Resources Analyst
(530) 741-6979