**Instructions regarding witnessing a Student Accident/Incident**

Employees are responsible for reporting any accident or incident that involves a Southern Arkansas University Tech student being injured or any event that may have caused medical attention to be required on Southern Arkansas University Tech premises or school related trips.

**Definitions**: Accident or incident- Regarding someone falling, tripping, being struck by an object, having a seizure, etc., in which the person did or may have injured himself/herself.

**Guidelines/Process**:

If an accident or incident occurs in one of Southern Arkansas University Tech owned facilities, it should be reported to the Building Captain or Co-Captain of the facility immediately. The Building Captain will ensure that the appropriate forms are completed by utilizing the SAU Tech Student Accident/Incident Report form located on the Forms page for Employees. If the Building Captain or Co-Captain is unavailable, the employee witnessing the accident or injury should complete the form and submit to the Building Captain within 24 hours.

If an accident or incident occurs on Southern Arkansas University Tech campus properties outside of a facility or building, the employee that witnessed the accident or incident should notify Campus Police to complete the report. If the Police Department is unavailable, the employee witnessing the accident or incident should complete the above mentioned form and submit to the Police Department within 24 hours.

Building Captains and the Police Department will send a duplicate copy of the student accident/incident form to the Vice Chancellor of Student Services upon completion.