

INSTRUCTIONS TO STAFF COMPLETING ACCIDENT/ INJURY/ INCIDENT REPORT

1. **TOP SECTION:** Collect all identifying information about student, employee, or public involved with accident/ injury/ incident. Have injured person complete the “INJURED PERSON” section, if possible. Make certain to put any instructor/ witness names on the form. Complete in ink.
2. **BOTTOM SECTION:** Complete the “COLLEGE PERSONNEL” section. Report any first-aid given and follow-up needed.
3. This completed report form should be sent immediately to Student Health Services and, if applicable, a copy to injured person’s Supervisor. Health Services will distribute copies to other college personnel as deemed appropriate.
4. **Student injuries:** The Incident Report is kept separate from student’s records. This report is considered confidential.

IMPORTANT: *If immediate corrective action needs to be taken at the location of the incident, inform appropriate personnel IMMEDIATELY and indicate your contact on the top of form. Some possible corrective actions are:*

Corrective Action	Department to Contact	Phone Numbers
Facility repair - electrical, plumbing, building, etc. Blood or body fluid clean-up	Facilities <i>After 5 p.m.</i> Duty Administrator	(408) 741-2050 or ext. 2050 <i>After 5 p.m.</i> WVC – 408- 593-2086 Mission – 408 -590-2657
Building security Hazardous materials spill	WVMCCD Police	County Communication 408-299-2311 Request District Police

Additional Information describing accident or first aid treatment:
