Emergency Response

1. If a medical emergency exists - **call emergency dispatch (9-1-1).** If using an on campus telephone system it may be necessary to dial 9 first.

2. Call the college switchboard operator (dial 0) and notify this person of the medical emergency and whether 9-1-1 has been called. Off-campus centers should notify the center director.

3. The college switchboard operator shall contact Security/Public Safety Officer on duty.

4. Administrative Services staff will contact the person(s) given as the emergency contact or family member for the injured/ill party. This information may be contained in the student record or personnel file.

5. For minor first aid, medical first aid kits are located in most college facilities. CPR kits are also located in most college facilities.

General Information

1. Southwestern Community College has no facilities for medical treatment other than for minor first aid.

2. Individuals suffering acute illness or injury, if coherent, shall be asked by SCC personnel and/or individuals present if they desire transportation to the local hospital by ambulance.

3. If a coherent individual suffering acute illness or injury declines transportation to the hospital, then this will be documented in the Report of Injury / Illness for Student / Visitor or by memo. Transportation costs are the responsibility of the individual, except in cases covered by workers’ compensation.

4. All accidents are to be reported to the Vice President for Administrative Services as soon as practical. Appropriate accident report forms must be completed within five days and submitted to the Vice President for Administrative Services.

5. If emergency medical services are required off campus, i.e., firing range, defensive driving course, etc., the aforementioned procedures should be followed.

Traffic accident on college property

1. Contact 9-1-1 if emergency services are needed including ambulance or fire/rescue.
2. Contact the switchboard operator who will notify Security/Public Safety Officer and the North Carolina Highway Patrol. Traffic accidents (non-emergency) may be reported to the NC Highway Patrol at the following numbers:
   a. Swain County 488-2184
   b. Jackson County 627-2851
   c. Macon County 369-6969

**Accident involving a college-owned vehicle**

1. Contact 9-1-1 if emergency services are needed including police, ambulance, or fire/rescue.
2. Obtain as much information as possible from the other party involved in the accident.
3. Contact the Vice President for Administrative Services, Southwestern Community College.