

# PROCEDURE

**Number:** 52-04  
**Title:** Emergency Procedures - Student Illness, Accident or Telephone  
**Responsibility:** Student Services  
**Original Approval Date:**  
**Last Cabinet Review:** 6/3/2025  
**Last Revision:** 6/3/2025

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:** 50-38 Health Services

**Other:**

## Procedure Description

### Procedure

#### Medical Emergency 8:00 a.m. - 11:00 p.m.

1. All students are provided with accident insurance coverage while on College property and/or during College-sponsored and supervised activities.
2. To report a medical emergency during normal business hours (accidental injury or sudden illness), call Security at Ext. 8210 on the main campus or Ext 8510 at the Health Sciences Campus, or dial "0" and request assistance in locating either the appropriate Security or College personnel. After 4:30 p.m., contact the Security number(s) listed above.
3. Stay with the individual until the appropriate Security or College personnel arrive to collect vital information for the Accident Report as needed.
4. The student will be provided the insurance information and will be responsible for filing the accident claim form. Emergency medical services are available at McLeod Regional Medical Center, and emergency transportation is provided by the local EMS operating within your county.

**Campus Security Assistance 8:00 a.m. - 11:00 p.m.**

1. Call Campus Security at Ext. 8210 or switchboard at "0" to report the incident before 4:30 p.m.  
Call Security after 4:30 p.m.
2. Identify yourself and the injured person when reporting the incident, providing as much detail as possible.

**Telephone Emergencies**

1. Telephone emergency calls are referred to the VP of Student Services Office at Ext. 8110 until 4:30 p.m. After 4:30 p.m., call Campus Security at Ext. 8210 (main campus and auxiliary sites) or at Ext. 8510 (Health Sciences Campus).
2. Telephone emergency messages are delivered to students only in the case of extreme emergencies (i.e. fire, death, severe accident, etc.).
3. If it is determined that the call is not an extreme family and/or medical emergency, the caller will be informed that College procedures do not permit an interruption of a class to leave a message for a student.
4. If it is determined that the call is an extreme emergency, the student will be immediately notified.