

Emergency & Security

An Incident/Accident Report Form must be completed for all incidents (non-injury accidents or events which do not result in immediate medical attention but could in the future) or accidents involving employees or visitors to College premises within 24 hours and returned to the appropriate office. Incident/Accident Forms may be obtained through the College's Human Resources Office, Health Services, Business Office, or Campus Security.

Every instructor should be familiar with the procedure outlined in the booklet called "**Emergency Action & Disaster Plan.**" It is particularly important instructors realize that it is their responsibility to know where the tornado shelter is located for the building in which they are teaching. Each instructor is responsible for directing the students to the appropriate location when the emergency sirens are sounded.