Alfred University
ACCIDENT/ INCIDENT/ NEAR MISS REPORTING

I. POLICY
This policy provides guidance for reporting accidents, incidents and near-misses, including motor vehicle accidents, for University students, employees, and visitors, as needed.

A.E. Hook and Ladder Fire Department staffs trained certified Emergency Medical Technicians. They will respond to serious medical or mental health emergencies on campus by contacting Allegany County Emergency Dispatch at 911. Any injury occurring as a result of an existing hazardous condition should also be immediately reported to Public Safety at 607-871-2108 and Environmental Health and Safety 607-871-2190 as well as to the affected person’s supervisor, when possible.

Definitions:

Accident- an unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury. Physical examples of accidents may include unintended collisions or falls, being injured by touching something sharp, hot, or electrical, or ingesting poison.

Incident- an occurrence or event that interrupts normal procedure or precipitates a crisis; not usually resulting in injuries, but rather results in damage that impacts facilities, grounds, motor vehicles or the situation at hand.

Near-Miss- an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. These types of events may include these events a "close call", or in the case of moving objects, "near collision" or a near hit.

II. PROCEDURES

ILLNESS OR INJURY TO STUDENTS
Only students are eligible for care at the Student Health Center.

a. Emergency treatment for student injuries or medical illnesses may be obtained by calling 911, Public Safety, or use the Emergency Call Box and report incident to Public Safety if there are life threatening conditions such as not breathing, heart attack, seizure, or profuse bleeding. The ambulance will respond and arrange for transportation if required. Ambulance services in Alfred are currently free of charge.

b. Do not move the patient unless safety dictates.

c. If you are properly trained, the scene is safe and you have time:
   - Use first aid procedures to assist with minor injuries such as using pressure to stop bleeding, applying cold packs or bandages.
   - Provide basic (non-emergency) care as needed. Illnesses or injuries may be referred to the Student Health Center. If on campus, transportation assistance may be obtained by calling Public Safety or Residence Hall Director.

Alfred University Integrated Contingency Plan Appendices
An Accident/Incident Near Miss Form must be completed.

**Please submit all Accident Forms to and notify EHS within 48 hours of the situation.**

**ILLNESS OR INJURY TO FACULTY/STAFF**
Injured employees must immediately notify supervisor of accident, when possible. Supervisor (or other responsible person) calls 607-871-2108 or 911 if emergency services care/transport needed, or otherwise ensures injured employee is transported to appropriate health care facility. Employees may not transport other injured employees in the event of a medical situation/emergency. You may contact the affected person’s family to provide assistance if it is safe to do so and the person is stable.

For minor accidents the Supervisor/other responsible person notifies Human Resources or EH&S of accident and current status of employee.

For major emergencies or accidents, notification must be made regardless of time or day (includes after normal hours, weekends, and holidays) to Public Safety 607-871-2108. If an injury requires in-patient hospitalization or results in death, Public Safety or the supervisor must immediately contact EH&S. EH&S or HR, once notified by the supervisor/other responsible person, will immediately report the accident and in-patient hospitalization to OSHA.

Supervisor/other responsible person maintains contact with the patient and will notify EH&S or HR of patient’s discharge. If patient is incapacitated, the supervisor/other responsible person or HR will make follow up contact with hospital regarding patient status and will notify EH&S or HR of any changes in patient progress/status.

Emergency treatment for job-related injury or medical illness may be obtained by calling 911 or Public Safety 607-871-2108. The Alfred Ambulance will respond and arrange for transportation if required. Ambulance services in Alfred are currently free of charge.

**IF NO INJURIES:**
Employee, supervisor, EH&S, HR (in-turn) complete an Incident Report. See EHS or HR web site for on-line form, or visit the respective office.

**FOLLOW UP:**
EH&S will notify the affected individual and or supervisor/other responsible person for follow up and risk assessment. Human Resources must be notified when an injured employee is treated and released back to work or is required to remain at home.

An Accident/Incident/ Near Miss Form must be completed for all incidents of job-related illness and injury or near-misses.

**Please submit all Accident Forms to and notify EHS within 48 hours of the situation.**
ILLNESS OR INJURY TO VISITORS AND GUESTS
Request emergency medical assistance by calling 911 or Public Safety 607-871-2108.

First aid is first aid only... Do not jeopardize your health or the health of the patient. Wait for professional help if you are not trained and/or able to provide first aid safely. Call 911 if ever in doubt!

Please submit all Accident Forms to and notify EHS within 48 hours of the situation.

III. ROLES AND RESPONSIBILITIES

To obtain prompt professional emergency medical treatment, call 911 to request the local ambulance. The following is a brief summary of the procedures for requesting an ambulance:

1. Call 911 or Public Safety 607-871-2108, who will contact the County Dispatch 911 Center.
2. Provide:
   - Victims name, your name and telephone number.
   - Location of the emergency (Building and Room Number).
   - The extent of the accident/injury and number of people involved.
   - Location where someone will meet the ambulance for directing personnel to the injured.
3. Notify the supervisor in the area as soon as possible.
4. The individual making the 911 call should continue to stay on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

A.E. Hook and Ladder Fire Company maintains State-certified Emergency Medical Technicians. Under no circumstances should injured personnel or students who are experiencing a medical emergency be transported in personal or University vehicles. The ambulance is on call 24 hours a day.