



Vice President  
Student Services

## ***Student Accident Report Procedures***

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These guidelines have been developed to assist in reporting an accident during college hours or college sponsored activities.

### ***Accident/Injury***

#### On-Campus Students

After a student accident has been witnessed by either a Faculty or Staff member, it is that person's responsibility to report the incident by completing a [YCCD Student Accident Report Form](#). This form is to be completed for students who have been injured on campus.

#### Student Employees or in Internships

It is not to be used for student employees or students associated with an internship or clinical assignment, such as Nursing, AJ, etc. Employed students or students associated with an internship or clinical assignment who have been injured would need to complete a Workers' Compensation Claim Form DWC 1 and the Employee Report of Work Related injury/Illness, Form DWC 5020 (See Human Resources Office for forms).

#### Witnessing the Accident

If an accident was not witnessed by an employee and the student approaches you claiming they had an accident follow steps 1 and 2 below, if urgent medical treatment is needed. If it is not an emergency call or send student to the Vice President of Instruction Office.

If an accident was witnessed by an employee:

1. **Contact Campus Police** – All Police Officers are considered EMT 1<sup>st</sup> Responders (If life threatening medical treatment is necessary - Call 911). Contact Campus Police for accidents that are serious in nature.
2. **Complete Accident Report** – The Accident Report Form is available at the Office of the Vice President of Instruction or on the Employee Resources website at <https://yc.yccd.edu/about/faculty-staff/>.
3. Upon completion of the form, it must be submitted to the Office of the Vice President of Instruction for processing.

### ***Follow-up***

1. **After Student Has Been Treated** - If any medical treatment was necessary, the student needs to complete an insurance claim form. Insurance claim forms are to be completed by the student immediately following medical treatment (upon returning on campus). The completed and signed form is to be emailed to the insurance agent, Ben Stirnaman, at [ben@stirnaman.com](mailto:ben@stirnaman.com). By the Vice President's Office. Forms are available at the Office of the Vice President of Instruction.

*Offices that will assist you when:*

***Emergency Contact:***

**Campus Police**

Yuba College - Bldg 1600A (Warren Hall)

(530) 741-6771

(530) 870-1158 Cell

***Student accident occurred during  
college hour or sponsored activity at***

***Yuba College:***

**Office of the  
Vice President of Instruction**

Sara Gaytan

Yuba College - Bldg 100A, Rm 7

(530) 741-6766

***Student accident occurred while working  
or during internship or clinical***

***assignment hour:***

**Yuba Community College District  
Office of Human Resources**

Mayra Dueñas

Human Resources Analyst

530-741-8765

OR

Vacant

Human Resources Analyst

(530) 741-6979