

STUDENT ACCIDENT

Section: Safety and Security

Policy: University Housing staff members will respond quickly and appropriately in addressing student accidents.

Purpose: This policy provides guidelines for full-time, part-time, and temporary employees regarding the proper procedures for addressing accidents to students.

Scope: This policy applies to all employees of University Housing

Procedure: In the event of an accident involving (a) student(s), housing staff members should use the following procedure:

- I. If the student needs immediate medical assistance, contact the UGA police (706-542-2200 or 911) for emergency care.
- II. Notify the person on duty (graduate resident, doctoral intern or hall director) or the community office of the incident.
- III. If the accident is life-threatening, in addition to consulting up, the person on duty should notify the assistant director on call or in that community; if this staff member is not available, the staff member should make an associate director of RPS aware they were unable to reach the coordinator of that community.
- IV. Document in Advocate.
- V. If the student is an employee, the area or senior coordinator of that community should complete a Report of Injury Form and Incident/Accident Report located through this link: <https://hr.uga.edu/supervisors/workers-compensation-supervisors-guide>. within 24 hours.
- VI. If the student is a volunteer with community council or the student is involved in a University Housing sponsored program (i.e. floor/hall program), the assistant director of that community should complete a report with the Office of Risk Management by contacting the assistant director of insurance and claims management at 706-425-3250 within 48 hours of the incident occurring.

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University Housing Policy and Procedures Manual