



Accident and Emergency Reporting Policy and Procedures

FOR BCTC EMPLOYEES

KCTCS procedures are followed for reporting occupational injuries that occur in the workplace. ***In order to qualify for Workers' Compensation, a call must be made to (888) 860-0302, Monday-Friday, 8:00 a.m. – 4:30 p.m., within 24 hours of the incident.***

*To have medical care paid for in a work related injury; the employee **must** immediately notify his/her supervisor-- when possible, notice should be in writing. Employee's failure to notify his/her supervisor could result in denial of benefits. The employee may select the physician or medical facility to render care.*

For any questions relative to Workers Compensation, call toll free (502) 546-6846 between 8 a.m. and 4:30 p.m. Monday – Friday or contact the BCTC Human Resources.

Any emergency needing immediate medical attention, dial 911 (if calling on a cell phone for Cooper Campus, dial 257-1616).

To report work related incidents:

1. Employee should contact his/her supervisor immediately, when possible, on the day the incident occurs. The supervisor for a faculty member is his/her division Assistant Dean.
2. Supervisor should call (888) 860-0302 to report injury within the first 24 hours of the incident. If the injury occurs in the evening hours or on the weekend, the injury must be reported at the beginning of the next working day.
3. Supervisor should complete the injury report ([form FM84](#)) within 24 hours of the incident and submit it to the Dean of Operations, 202-B Oswald Building. Report form is available on the intranet, "The Point":
<https://thepoint.kctcs.edu/forms/Employee%20Forms/Forms/Facilities%20Management.aspx>
Key in "**kctcsacc\your User Name**", then your password.
4. Supervisor or employee should contact BCTC Human Resources to obtain Worker's Comp forms.

FOR NON-BCTC EMPLOYEES

1. General Guidelines
 - a. If the emergency occurs in the classroom, the instructor of the class is responsible for carrying out the emergency procedures.
 - b. If the emergency occurs outside the classroom, the first college employee on the scene is responsible for carrying out the emergency procedures.

- c. The emergency number is 911 (if calling on a cell phone for Cooper Campus emergencies, dial 257-1616) for Police, Fire and Ambulance assistance.
- d. A report of all accidents/emergencies, etc., should be filed on [form FM84](#) within 24 hours and submitted to the Dean of Operations, 202-B Oswald Building. Report form is available on the intranet, "The Point": <https://thepoint.kctcs.edu/forms/Employee%20Forms/Forms/Facilities%20Management.aspx> . Key in "kctcsacc\your User Name", then your password.
- e. Procedures apply to accidents, emergencies, etc., which occur on any of the BCTC campus sites, including leased facilities.

2. Specific Procedures

- a. The faculty/staff member should call 911 (if calling on a cell phone for Cooper Campus emergencies, dial 257-1616) to report the emergency as well as the specific location of the emergency so that Police, Fire Department EMT can be directed accordingly. Also, if there is a visitors information or front desk at the BCTC campus site, call and advise of the location, so that the individual can direct the responding emergency officials.
 - Stay with the victim until emergency treatment personnel arrive. Employees are advised not to transport the victim under any circumstances.
 - Determine the identity of victim and provide data to emergency personnel.
- b. If individual does not want to be taken by ambulance, call 246-6490, Records & Registrar, or the Campus Director, and they will contact family or relatives of the victim and arrange for transportation as needed.
- c. A report of all accidents/emergencies, etc., should be filed on [form FM84](#) within 24 hours and submitted to the Dean of Operations, 202-B Oswald Building. Report form is available on the intranet, "The Point" at: <https://thepoint.kctcs.edu/forms/Employee%20Forms/Forms/Facilities%20Management.aspx> . Key in "kctcsacc\your User Name", then your password.