

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
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General

The college seeks to ensure a safe environment for students and visitors. Illness or injuries that occur at any hour must be reported to the College Administration without delay.

All employees of the college, including student aides, are required to direct individuals experiencing illness or injury on campus to the Department of Public Safety.

Authority

Vice President for Business and Finance
Director of Public Safety
Morris County Loss Prevention Manual 3:1.0

Responsibility

Director of Public Safety
Associate Director of Public Safety
Environmental Safety Coordinator
Business Services Coordinator
All College Employees

Procedure

1. Any college employee involved in an incident or otherwise witnessing an illness or injury on campus must contact the Department of Public Safety at extension 5550. He/she shall explain the illness or injury situation and give its location.
2. The Department of Public Safety will respond to the incident site and determine the appropriate course of action to be taken.
3. The Department of Public Safety will coordinate additional medical services to the scene for further treatment and possible transportation to a medical facility. A Public Safety Department Investigation Report detailing the extent of illness or injury will be completed by the responding officer. If treatment is refused, the officer must complete and sign a Release from Liability form and request the signature of the ill/injured person, along with any other available witness' signature. (see Attachment A). If the ill or injured person refuses to sign the form, the officer will so indicate this by writing on the appropriate signature line, "Refused to Sign." The Investigation Report is sent to the Business Services Coordinator and the Environmental Safety Officer.

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4. Public Safety personnel in attendance shall advise the Director of Public Safety or designee who will determine if an extended investigation of an illness or injury is necessary, and ensure its completion. If the injury involved potential exposure to blood or potentially infectious materials, Public Safety will follow procedures outlined in the CCM's Bloodborne Pathogens Exposure Control Plan.
5. The Department of Public Safety will forward all reports of injury and illness to the offices of the Business Services Coordinator and Environmental Safety Coordinator.
6. When local emergency assistance is required, the Department of Public Safety shall notify the offices of the President, the Vice President for Business and Finance, the Director of Public Safety and the Associate Director of Public Safety via email notification. Telephone/email notifications during the hours when the college is closed shall be made to the Director and/or Associate Director only.



RELEASE FROM LIABILITY and MEDICAL CARE
COUNTY COLLEGE OF MORRIS
DEPARTMENT OF PUBLIC SAFETY

Date: _____

Victim's Name: _____ Phone# _____

CCM Id# _____ DOB _____ Juvenile Y/N _____

Address _____ City _____ State ____ Zip _____

Student Employee Visitor Other _____

I hereby certify that on the above date, against the advice of the Public Safety officer in attendance and /or the College administration, I declined:

_____ First Aid assistance by members of the Department of Public Safety, for my injuries or illness, and/or

_____ Transportation to the hospital via an ambulance and / or

_____ Other (please explain) _____

I hereby release the Department of Public Safety, the County College of Morris and its employees from any liability whatsoever and from any ill effects that may result from my refusal of such services.

Signature: _____

Signature of guardian/person responsible
if victim is under 18 years old: _____

Relationship to Victim: _____

WITNESS: _____

WITNESS: _____