



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Accidents Occuring On or Off-Campus  
Number: 2.4.1.1**

Responsibility: Administrative Services  
Last Updated: November 1, 2023  
Related Policy: 2.4.1 Campus Safety and Security

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President

**Purpose:**

The purpose of this procedure is to provide guidelines for the reporting of accidents involving students, faculty and staff on or off campus at a college approved activity.

**Procedure:**

1. Accidents should be reported to the nearest instructor or college personnel in charge. If the nature of the injury warrants, Emergency Medical Service (EMS) personnel should be contacted.
2. All school-related accidents involving TCL students, faculty and staff should be reported to Campus Security, as soon as possible.
3. Following an accident, the appropriate report will be completed by Campus Security and submitted to the appropriate office and the Vice President for Administrative Services. An accident occurring at a College sponsored off-campus class or event requires the College official leading the event to complete the Accident Report Form and submit to Campus Security as soon as possible.