

D-1g **PROCEDURE Insurance/Claims**

All insurance for the College shall be arranged for through the Vice President for Administrative Services.

Serious accidents or casualties involving injuries to employees or third parties or extensive property damage should be reported to the Campus Business Office as soon as possible.

Follow-up of emergency situations and reporting of non-emergency occurrences should be processed using the following format:

Injury or Occupational Disease: The College is responsible for reporting in compliance with Worker's Compensation laws, and a first report of accident is to be filed with the Campus Business Office immediately.

The Campus Business Office will forward the accident report to the insurance agent of record.

Physician's statement is to be sent to Worker's Compensation Court.

Nonemployee Injury - Accident Report: The accident report is to be filed with each Campus Director.

Property Damage Liability Claims: The Campus Business Office is to notify all concerned parties and submit all required forms.

Adopted Date: 07/15/1997