

Return to: Security Office
Fort Building or Orion Hall
Southern Maine Community College
2 Fort Road South Portland, ME 04106



Student / Visitor Accident and Injury Report

Name _____ Campus: ☐ Brunswick ☐ South Portland
Student ID# _____ Event Date / Time: _____
Address _____ Phone #(s): _____
_____ Email: _____

To which campus official (and when) was the event reported: _____

Description of event:

- continue on separate sheet -

Description of injury if any (include any first aid administered by SMCC personnel):

- continue on separate sheet -

Were any non-campus services (fire / police / rescue) called upon? If yes, describe

- continue on separate sheet -

Describe any follow-up action required at this time:

- continue on separate sheet -

To the best of my knowledge, all of the information on this form and attachment(s) is complete and accurate.

Student / Visitor Signature

Today's Date

Instructor Comments on Classroom Accident or Injury	
Instructor Name:	Date:
Class Name:	
Provide detail on the incident and recommendation for what we could do to prevent similar accidents in the future. Continue on separate sheet if needed.	

STUDENT AND VISITOR ACCIDENT REPORTING PROCEDURE

Non-Classroom Accident Reporting Procedure

Follow these steps to report an accident and/or injury which did not occur in the learning environment.

1. Any SMCC student or visitor to the College who sustains an injury on College property or at any facility where College business is being transacted is required to file an accident report with the College within 24 hours of the occurrence (or the next business day, whichever comes first).
2. Injured students or visitors not in need of immediate medical attention should be directed to the Security Office in the Fort Building on the South Portland Campus or in Orion Hall on the Midcoast Campus, where they may complete an Accident Report Form. The phone number for the Security Office Dispatch Desk is 207-741-5553. The form is also available on the Security page of the student portal (MySMCC).
3. Upon receipt of an Accident Report, the Security Office will forward a copy of the report form to the Environmental Health and Safety Coordinator who will provide notice to other appropriate parties as needed. The EH&S Coordinator will serve as the contact person for questions and other concerns about a reported injury and will report his/her findings to the Dean of Students, noting any identified safety hazards which may have contributed to the reported injury.
4. The Dean of Students will make recommendations needed to correct identified safety hazards to the Office of the President and to other campus offices and/or committees as he/she deems necessary.

Classroom Accident Reporting Procedure

In addition to following the steps above, if a student is injured in the learning environment, the instructor will provide details regarding how the incident occurred, if the student received guidance on safe use/operation of any chemicals or equipment involved in the incident and make recommendations for procedural changes that may prevent similar future injuries. These should be noted in the space provided on the Accident Form. Additional pages may be attached as needed.