Emergency Procedures

► Reporting Accidents
All accidents occurring on the college premises must be reported immediately to a faculty member, supervising staff member, or to campus administration. The college nurse is located in the Health office. An accident report must be completed and signed by a supervising staff member and returned. Note: If the nurse is unavailable, please report to the Student Services office. WITC assumes no responsibility for accidents or injuries and will not pay for doctor or hospital bills incurred as a result of accidents on college premises. Information on student health insurance is available through the Student Services office.

► Reporting Incidents (theft, property, damage, physical security, student misconduct) Incident Report forms are available from the Student Services office. Students should complete this form, sign and date it, and return it to the desk within 24 hours of the incident.

► Student Messages
Only emergency messages for students or telephone calls of extreme importance can be delivered to classrooms. Parents and friends should refrain from calling students at WITC for personal conversations. The receptionist will not contact a student in a class for a telephone message unless it is an emergency. All other messages will be posted on an electronic messaging system or bulletin board. It is the student’s responsibility to check for messages.

► Public Address System
The public address system may be used for approved announcements. Messages are announced at the class break time. The public address system may be used for approved announcements from authorized members of campus student organizations. Contact Student Services for more information.