SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375

SUBJECT: Reports of Accidents/Incidents

REFERENCE: Clery Act (20 USC § 1092(f))

ORIGINATION: January 28, 1991

EFFECTIVE: March 16, 2016

REVIEWED: November 4, 2015

SECTION 1. PURPOSE

1.1 To establish a system for reporting all accidents /incidents occurring on any college campus or off-campus location of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to all operational units of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

3.1 An Accident is defined as any unforeseen, unplanned event, or circumstance resulting in personal injury and /or property damage.

3.2 An Incident is defined as any direct or indirect action taken by an individual or group that results in a violation of a law or college policy.

SECTION 4. POLICY

4.1 Security and safety at Southern West Virginia Community and Technical College are everyone's responsibility. Security and safety measures will be monitored to ensure that all employees and visitors are in a safe environment. College management will update/upgrade processes as required to ensure maximum protection within available resources.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 The Administration of Southern West Virginia Community and Technical College is aware of the need for, and continually strives to provide, a safe and secure environment for its employees, students, and property. This requires the cooperation of all employees in accurately reporting all accidents/incidents. The timeliness of reporting this information is essential to meaningful investigations and maximum recovery of lost or stolen property.

5.2 To better assess the status of security and assignment of personnel to achieve maximum security on each location, a report of all accidents /incidents will be made monthly by the Director of Campus Operations with the original report going to the Vice President for Finance and Administration.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 Any employee or operating unit of the College involved in or witnessing an accident/incident at any Southern location will immediately contact and provide all pertinent information to the Director of Campus Operations and/or Vice President for Finance and Administration.

7.2 The Director of Campus Operations or the appropriate employee will investigate and make required reports on the reported accident/incident.

7.3 The Director of Campus Operations will prepare and submit daily to the Vice President for Finance and Administration, and/or the Title IX Coordinator, and/or the Clery Coordinator, and/or Human Resources Administrator, as appropriate, a report of any accidents/incidents (Form 1375.A). For any major accidents/incidents, the Director of Campus Operations will notify the President.

7.4 By the 15th of each month, the Director of Campus Operations will prepare and submit to the Vice President for Finance and Administration, a *Monthly Report of Accidents/Incidents* (Form SCP-1375.B), covering all accidents/incidents occurring on campus during the prior month.

7.5 The Vice President for Finance and Administration will utilize the Monthly Reports of Accidents/Incidents to:

7.5.1 Advise the President.

7.5.2 Make recommendations for assignment to high risk areas.

7.5.3 Develop and implement security techniques to avoid potential problems.

7.5.4 Prepare security statistics for Southern West Virginia Community and Technical College.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: SCP-1375.A, Accident/Incident Report Form
SCP-1375.B, Monthly Report of Accidents/Incidents

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: November 2008 – Revisions reflect changes in procedure requirements. Revisions provide clarity and reflect changes in management responsibilities. This policy was reformatted using the latest policy template.

November 2015 – Revisions reflect changes in titles and management responsibilities. Form 1375.A, *Accident/Incident Report Form*, was revised to comply with Clery Act requirements.