

**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.



**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.