

PROCEDURE

Subject	Insurance on College Property & Operations	Number: 5.13.01
Source	Vice President, Business and Administrative Services Page 1 of 2	Reference (Rule #) 6HX14-5.13
President's Approval/Date: 7-1-09		

Purpose:

It is the purpose of this Procedure to identify specific responsibilities of the office of Business Services and Public Safety to properly provide all of the necessary insurances to protect College property and operations at all campuses. In addition, required steps will be listed for all faculty, students and staff to assist the risk management function of the office of Business Services and Public Safety, the Campuses' Security Offices and the College Department of Human Resources to properly investigate all incidents on and off Campus involving College students, faculty, staff or invitees resulting in death, injury, damage or loss of both personal property and of College property or resulting in possible liability of College to others.

Risk Management Process:

The following shall be the responsibility of the risk management function of the Director of Business Services and Public Safety as respects the implementing a thorough and proper insurance program for College:

- Risk Management shall endeavor to identify hazards and exposures to College buildings, equipment, operations, staff, students, faculty, invitees and the community and will take whatever steps necessary to make provisions to protect College both directly and indirectly from any such losses.
- Risk Manager shall work with the Florida Community Colleges Risk Management Consortium to provide whatever insurance policies necessary to protect College from the financial loss resulting from such hazards and exposures.
- Risk Management shall work with all College departments to develop loss control and loss prevention programs to mitigate damages and exposures resulting from such hazards.
- Risk Management shall investigate, along with other department heads, incidents whether or not any injury or financial loss occurred to properly assess any steps that should be taken to reduce possible future incidents and to accumulate all claim data necessary to be submitted to the Consortium.
- The Director of Business Services and Public Safety shall participate as a member of the College's Critical Incident Management Team to respond to any and all College emergencies.

- Risk Management shall maintain all necessary records of losses, insurance policies, coverages, claims, incidents, billings and other criteria necessary for the proper operation of the department.

Responsibility of Students, Faculty, Staff & Invitees:

The following procedures are required by all who work on, attend classes, teach, contract with or just visit College campuses in the course of any given day throughout the year:

- All of the above named individuals must cooperate with both Risk Management, Human Resources and / or College Security to report ALL incidents whether resulting in injury or damage to College property or not.
- All individuals, regardless of capacity must complete all necessary forms, provide witness statements, be available for questioning in a legal setting, offer any evidence etc. in connection with the investigation of any incident that either has or has not resulted in any loss.
- ALL employees involved in any workers compensation accident whether immediate injury is or is not experienced must report to the Chief of Security or his/her designee to complete all necessary incident forms.
- These employees must then report to the office of Human Resources to complete the Florida Workers Compensation First Report of Injury report to be forwarded over to the Florida Community Colleges Risk Management Consortium for processing.
- Students, faculty, staff or invitees who are involved in an incident or are witnesses at the scene of an incident should NOT give any statements to anyone other than College Security without the express authority of the Director of Business Services and Public Safety.
- All of these responses should be made in a timely fashion so as not prejudice College's position or rights under law to obtain claim reimbursement or to obtain a satisfactory outcome from incident.
- College through its Department of Public Safety will return to the rightful owner all personal property acquired as a result of a successful investigation.