

The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Insurance

The college shall:

1. Annually review its liability and property insurance coverage.
2. The Chief Financial Officer or a delegate shall review and make insurance recommendations to the President, who shall make a final recommendation to the Board.
3. The President is authorized to settle all claims not covered by insurance in accordance with approved college procedures.

Risk Management

The college shall appoint a person to:

1. Serve as liaison to the insurance provider.
2. Evaluate conditions on the campuses that contribute to risk.
3. Maintain all records related to risk management.

Date of Adoption: Adoption of Manual: July 2008

References: ARS 15-1444

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Crime Incident Reports

The Clery Act (Student Right to Know) mandates the reporting of specific crimes by the college on behalf of any college employee, student or guest who is a victim or witness to a crime.

Any loss or damage to personal property of students, guests or employees should be immediately reported to the campus dean. A college employee is required to take the statement from the reporting victim/witness and complete the crime incident report form. The original completed form must be sent to the office of risk management within three days of occurrence or discovery. The college assumes no liability for the property of others.

Before leaving the premises, the victim/witness should be encouraged by the college employee to file a police report with the local authorities.

The information collected from these forms will be retained by the office of risk management and used by the office of institutional effectiveness to prepare a compilation of the statistical crime information that will be included in the college annual security report as mandated by the Clery Act.

The college strives to ensure that victims and witnesses to crime are aware of their right to report criminal activity to law enforcement and to report policy and conduct violations to the campus dean. However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

Criminal/Injury Incident Reporting

In the event of a criminal incident (vandalism, robbery, violent altercation) or a personal injury on a campus of Mohave Community College, an employee should immediately call 911 and report the incident to authorities. After the 911 notification, the employee should report the incident to the office of the campus dean.

Incident Report Procedure

The college recognizes that effective reporting, recording, and investigation of college related incidents are an essential part of overall risk management.

This procedure identifies the minimum standards for reporting, recording and investigating incidents and the delineation of responsibility for employee compliance.

5.074-A

**Insurance and Risk Management
Crime Incident Reports**

5.074-A

Date of Adoption: Adoption of Manual: July 2008

References: Cleary Act

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Workplace Safety

Any issues relating to workplace safety should be referred immediately to the campus dean.

Injuries to employees under State Workers' Compensation

Employees who are injured during working hours may be eligible for workers compensation. All claims must be filed on a supervisor's report of industrial injury for state compensation fund (SCF) of Arizona form that is located in each building. Each building will designate a person to maintain the forms. The direct supervisor of the injured worker is responsible for completing all forms. The original copy must be sent immediately to human resources which will provide a copy to the business services department and complete an employer's report of industrial injury. The blue copy is provided to the injured worker for the doctor. The yellow copy is maintained by the supervisor in a confidential manner.

The injured worker must notify the human resources within three days of receiving treatment from a qualified health care provider. A delay in reporting an injury or in seeking medical attention may result in the state of Arizona disallowing workers' compensation claims.

Personal details will not be disclosed to any third party without consent of the injured person except as required for reports to the enforcement authority or the college insurers in connection with any subsequent claim or any statutory inquiry.

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References:

5.074-C

**Insurance and Risk Management
Personal Injuries – Non-Employees**

5.074-C

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Personal Injuries or Accidents of Students, Participants, or Volunteers

The personal /incident/behavior report is required for serious medical conditions or any accidents reported to college employees. The reporting form can be located on MCC's Campus Safety webpage.

The employee reporting the accident or incident is required to complete the MCC report within 24 hours and submit to risk management. When appropriate, risk management will report the accident/injury to the insurance carrier.

Personal details will not be disclosed to any third party without consent of the injured person except as required for reports to the enforcement authority or the college insurers in connection with any subsequent claim or any statutory inquiry.

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Automobile Incidents (College Vehicles)

Any accident involving a college vehicle or a college rental vehicle must follow very specific reporting requirements. Please refer to the documentation provided by the insurance company (available in MCC vehicle glove compartments) or the rental car agreement. Reports must be filed regardless of fault, injury or amount of property damage.

The completed documentation must be delivered to risk management within three days.

Do not discuss the accident with anyone except personnel in the Mohave Community College office of risk management, an insurance company representative, or the police.

Automobile Incidents (Personal Vehicles)

Accidents involving personal vehicles, even when used for business purposes, are the responsibility of the owner. All accidents must be reported to the insurer of the vehicle. The college does maintain non-owned and hired automobile liability coverage, which is in excess over personal coverage. This insurance would only apply if the personal automobile liability limits were exhausted and Mohave Community College was determined to be liable because the representative was conducting college business.

Heavy Equipment Operation

Only trained and qualified College personnel are authorized to operate heavy equipment such as tractors, powered platforms, forklifts, backhoes, etc. Campus facility managers will identify trained and qualified operators. Campus facility managers will keep readily available documentation on approved users. Failure to adhere to this procedure will result in disciplinary action.

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Property Incidents

Property incidents include loss of or damage to property due to theft, vandalism, or destruction by natural causes.

Any loss or damage to college property should be immediately reported to the facilities manager or to the campus dean. An MCC property loss or damage form (MCC Form ADM 0002) must be completed and original sent to risk management within three days of occurrence or discovery. Law enforcement should be immediately called in case of thefts, vandalism and/or any other criminal activity.

When appropriate, risk management will notify the college's insurer.

For any loss or damage to personal property of students, guests or employees see the crime incident reports section.

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Universal Precautions

Universal precautions shall be observed to prevent contact with blood and other potentially infectious material.

Gloves are to be worn when there is reasonable likelihood of hand contact with blood or other potentially infectious materials.

Face and eye protection including masks, goggles, glasses or face shields are to be used when there is a potential for splashing, spraying or splattering of blood or other potentially infectious material.

Eating, drinking, applying cosmetics or lip balm or handling contact lenses is prohibited in work areas where blood or infectious materials might be present.

Blood-borne Pathogens

The college requires compliance with all guidelines recommended by the Centers for Disease Control (CDC) and OSHA for preventing contamination and infection of workers at risk for occupational exposure to blood-borne pathogens.

All workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure during contact with any person's blood or body fluids that require universal precautions. Universal precautions involve the use of protective barriers such as gloves, gowns, aprons, masks, or protective eyewear which can reduce the risk of exposure of the health care worker's skin or mucous membranes to potentially infective materials.

In accordance with the recommended guidelines, the following procedures must be followed:

Infectious Waste Management

Infectious waste is defined as any waste, solid or liquid that is capable of producing an infection.

ALL BODY FLUIDS AND SECRETIONS ARE TO BE TREATED AS CONTAMINATED AND POSSIBLY INFECTIOUS.

1. All equipment and/or work surfaces contaminated with blood or infectious material will be cleaned and disinfected immediately. A chemical germicide or bleach solution diluted 1:9 is recommended.
2. Infectious waste will not be placed in regular trash but will be segregated from other waste by being placed in containers designated as biohazard and labeled or tagged with this identification.
3. After gloves are removed and disposed of properly, the employee must wash hands with soap and water after each contact or potential contact with a blood-borne pathogen.

4. All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures.
5. To prevent needle stick injuries, needles should not be recapped by hand, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
6. After they are used, disposable syringes, needles, scalpel blades, and other sharp items should be placed in puncture-resistant container for disposal. The puncture resistant container should be located as close as practical to the use area. All reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.

Antibody Testing of Students and Faculty

The accidental exposure of an employee of the college while at work is treated in a similar manner to any type of incident occurring within the college. Report it immediately to the supervisor.

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Automated External Defibrillation

The college has entered into an equipment user agreement with the Arizona Department of Health Services for the acquisition and use of automated external defibrillators (“A.E.D.”) as part of the rural access to emergency devices grant process (ARS 36-2261 et seq).

The college will comply with the following procedures:

Placement of Automated External Defibrillators

The automated external defibrillator will be placed in a location where it is accessible to trained personnel. This location may vary at each facility where the unit is stored. The location of the unit must be well publicized.

Defibrillator Training

Length of training – Training will consist of the American Heart Association Heartsaver A.E.D. C.P.R. or Healthcare Provider Course. If the individual is currently certified for longer than one year, they will be required to take the Heartsaver A.E.D. C.P.R. course as a refresher.

Retraining – Retraining shall occur at least once every two years in accordance with the certifying agency. Refresher training may occur on a yearly basis as determined. The individual may take either the American Heart Association Heartsaver A.E.D. C.P.R. or Healthcare Provider Course to recertify.

Personnel to be trained – A minimum of four individuals will receive formal A.E.D. training on each campus. Each individual shall maintain current certification in C.P.R. / A.E. D. and Healthcare Provider. These individuals shall be in “good health” and accept the responsibility of dealing with life and death issues. These individuals will not receive compensation for this added responsibility. Trained personnel shall be available during hours that the facility is open to the public.

Response procedures

Each facility shall establish a response protocol. This protocol shall include facility personnel notification, notification of 911, transport of the automated external defibrillator to the incident location, and trained personnel to operate the unit. This response plan may vary for each of the facilities.

Maintenance of equipment

Equipment will be maintained in accordance with manufacturer's requirements. In addition a daily check of the unit will be conducted to ascertain that the unit is clean, the battery is functioning, and all items are included with the unit. A check sheet will be available. This sheet is to be completed and forwarded to the CE program administrator for EMS.

Recording documents

A written report must be submitted within five working days after the use of an automated external defibrillator. A form will be provided for this purpose. This form is to be forwarded to the CE program administrator for EMS.

Physician Agreement

The physician shall: 1) Establish quality assurance guidelines that include a review of each of the automated external defibrillator to evaluate performance. 2) Be proficient in emergency medical services protocols, cardiopulmonary resuscitation and the use of automated external defibrillators. 3) Ensure that each trained responder receives training in cardiopulmonary resuscitation and in the use of an automated external defibrillator by completing the heart saver automated external course for the lay rescuer and first responder, in effect as of December 31, 1998, adopted by the American Heart Association or an equivalent course that meets the same objectives.

EMS notification

911 is to be contacted immediately when it is believed that an A.E.D. is to be used. The dispatch is to be informed as to the nature and location of the incident. If personnel are available, someone should be sent to meet the responding personnel and escort them to the location of the incident.

Defusing / Debriefing Sessions

Immediately following the use of the A.E.D., a defusing/debriefing session will be provided for the individuals involved in the emergency response in order to provide feedback and discussion about operational procedures and resolution of the emergency.

Responder List

Trained personnel, organization and expiration dates – A list of trained personnel will be maintained indicating the following information: name of person certified, contact information, level of certification, date of certification, and date of expiration of certification.

Agreement

A copy of the Department of Health Services - Mohave Community College A. E. D. Services Equipment User agreement shall be filed with the office of risk management.

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**Insurance and Risk Management
Automated External Defibrillation**

5.074-G

Date of Adoption: Adoption of Manual: July 2008

References: ARS 36-2261 et seq

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Good Samaritan Law

“Any person who, in good faith, renders emergency medical care or assistance to an injured person at the scene of an accident or other emergency without the expectation of receiving or intending to receive compensation from such injured person for such service, shall not be liable in civil damages for any act or omission, not constituting gross negligence in the course of such care or assistance.”

Civil Liability; Limited Immunity; Good Samaritan

The following persons and entities are not subject to civil liability for any personal injury that results from any act or omission that does not amount to willful misconduct or gross negligence if that person or entity complies with the requirements of A.R.S. § 36-2262:

1. A physician who provides supervisory services pursuant to § 36-2262. subsection B.
2. A person or entity that provides training in cardiopulmonary resuscitation and use of an automated external defibrillator.
3. A person or entity that acquires an automated external defibrillator pursuant to this article.
4. The owner of the property or facility where the automated external defibrillator is located.
5. A trained responder as defined in § 36-2262, subsection C.

Health Insurance Portability and Accountability Act

The Health Insurance Portability And Accountability Act, a federal law protecting the privacy of patient – Requires that specific health care information regarding the health status of a patient be held in confidence unless otherwise authorized for release by the patient. Providers of emergency services are required to comply with this law; however, confidential patient information may be shared with other emergency services personnel while in the performance of their life-saving duties.

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References: *ARS 36-2262 et seq*

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Registered Sex Offender Campus Notification

The college strives to provide a safe environment for its students, faculty and staff. To insure the safety and welfare of the campus, the college seeks to provide to the college community timely and appropriate notification of the presence of any registered sex offender who may be on or live near the campus. This notification will be in accordance with current applicable state and federal laws.

In Arizona, a sex offender is required to register with the sheriff in the county where he or she resides. A sex offender who is a student at a college, who is employed by a college, who volunteers at a college or who carries a vocation at a college is required to register this information with the sheriff in the county where the college is located (ARS 13-3821 and ARS 13-3826, et seq). For the purpose of this procedure, a “student” is defined as someone who is matriculated or otherwise enrolled to attend class full-time or part-time at the college.

Federal law requires institutions of higher education to advise the college community as to where law enforcement agency information concerning registered sex offenders may be obtained. Accordingly, the college has developed the procedures set forth below.

1. The Campus Dean will notify the college community according to the classification system used by the Mohave County Sheriff Department to identify all sex offenders who after June 1, 1996, have been released from jail or prison or sentenced to probation. The classification system assesses the risk of the offender committing another offense as follows: a level-one offender –low risk; a level-two offender – intermediate risk; and a level-three offender – high risk.
2. The Mohave County Sheriff Department will notify the college through the Campus Dean of any registered level three sex offender who resides near the college, or who is a student, employee, volunteer, or who carries on a vocation at the college. The Sheriff may, but is not obligated to, notify the college of any registered level-two sex offender who resides near the college, or who is a student, employee, volunteer or who carries on a vocation at the college. The Campus Dean will forward all notices to the Department of Institutional Research.

3. The Arizona Department of Public Safety (DPS) has also established a web site that contains the address and nature of the conviction of each registered level-two and level-three sex offender who has been released from jail or prison or sentenced to probation on or after June 1, 1996. At this website, one may enter a zip code and conduct a search for the home address of all registered level-two and level-three sex offenders living within the particular zip code. The website does not contain information as to whether a registered sex offender is a student, employee, volunteer or one who carries a vocation at the college. The website also does not identify level-one registered sex offenders.

Comparing Lists with Sheriff Department

Once each semester and summer session, at the end of the drop-add period, the office of the Department of Institutional Research will compare a list of college students, employees, and volunteers with the Mohave County Sheriff Department's sex offender registration notices and the DPS's sex offender website. The Department of Institutional Research will identify any names appearing on the Sheriff's notices or the DPS list that are known or believed to be persons engaged in a program of instruction or employment on college property. Based on the above, the office of the Chief Student Services Officer will determine the following:

1. Whether any registered sex offender has listed his or her residence within one mile of the college's campuses; or
2. Whether any college student, employee, or volunteer on college property is a registered sex offender.

Procedure if a Known Sex Offender is Identified

1. If a known sex offender is identified, the Chief Student Services Officer will notify the appropriate Campus Dean.
2. From time to time, the Campus Dean may also receive other information from local or state law enforcement officials or members of the public that an individual living within one mile of the college's campuses or who is a student, employee, volunteer or person carrying on a vocation at the college is a registered sex offender. The Campus Dean will verify the individual's status with the Chief Student Services Officer.
3. After a sex offender is identified, the Campus Dean or designee will make reasonable and prompt efforts to meet with the registered sex offender and advise him or her of the procedure set forth in this policy.

Within ten business days of the Campus Dean's receipt of a notice of an identified registered sex offender, the Campus Dean or designee shall be responsible for notifying the college community as follows:

1. A level-one registered sex offender (low risk): If the Campus Dean or designee receives information concerning a level-one offender, the Campus Dean shall maintain information about the offender.
2. A level-two registered sex offender (intermediate risk) or level-three (high risk) registered sex offender:
 - A. The Campus Dean or designee will provide the Chief Student Services Officer with pertinent information regarding the offender.
 - B. If the offender is an employee, volunteer, or person carrying on a vocation at the college, the Campus Dean or designee will also provide the office of human resources with pertinent information regarding the offender.
 - C. The Campus Dean or designee will notify a marketing and public information officer that a level-two or level-three flyer should be posted on the college's web site in the crime alert section. . The website level-two or level-three flyer will contain the following information: (i) a picture of the offender; (ii) the exact address of the offender; (iii) a summary of the offender's status and criminal background; and (iv) whether the offender lives within one mile of college property, is a student, employee, volunteer, or carries on a vocation at the college.
 - D. The Campus Dean or designee will print level-two or level-three flyers that will contain the same information as the level-two or level-three flyer posted on the college website and , once each week for four weeks, printed level-two or level-three flyers will be posted on campus bulletin boards; and in the administrative offices of off-campus centers.
 - E. The Chief Student Services Officer, with assistance from the office of public relations and marketing, will decide how further to disseminate the level-three flyer in local publications so as to alert the campus community to the offender's presence near or on campus.
 - F. The Campus Dean may hold group meetings to discuss concerns of the college community

Other Notifications

Nothing in this procedure will restrict the Campus Dean or other college administrators from making further notifications allowable under state and federal law, should he or she feel that a particular offender's case warrants the giving of any additional notification not referenced above.

The Chief Student Services Officer will maintain records on all registered sex offenders covered under this policy. For any offender covered under this policy, the Campus Dean or designee shall be responsible for verifying each offender's status on an ongoing timely basis. If at any time, the offender (i) no longer lists his or her residence within one mile of the college's campus, or (ii) no longer is a student, employee, volunteer, or person carrying on a vocation on college property, this fact shall be so reflected in the offender's record, and any and all information concerning the offender shall be removed from the college's website.

The federal Campus Sex Crimes Prevention Act designates certain information concerning a registered sex offender as public information and therefore amends and supersedes the Family Education Rights and Privacy Act (FERPA) and other federal and state laws that might otherwise prohibit the disclosure of such information.

Date of Adoption: *Adoption of Manual: July 2008*

References: *ARS 13-3821 and ARS 13-3826, et seq*

The college shall establish procedures to protect the health and safety of the employees of Mohave Community College.

In order to be properly recognized as a member of the Mohave Community College workforce and as a part of the College's commitment and strategy to ensure the safety of employees, students, and the public, all employees will be required to obtain and carry a college-issued photo identification badge (ID) on their person during working hours. The ID badge may also be used to access areas on campus and for identification after hours or in an emergency. Employees may be asked to show their ID to public safety officers or other college personnel to verify their affiliation and purpose for being on campus.

Issuance

- The ID badges are issued in these categories:
 - ID badges for regular (FT & PT) employees will be issued without an expiration date or term validation sticker.
 - ID badges for adjuncts or temporary employees will be issued with a term validation for a maximum of one year.
 - A returning adjunct or temporary employee whose ID badge has expired must obtain a current term sticker from their department or Human Resources upon receipt of an updated employment authorization.
- ID badge photos will be taken on the first day of employment. Photos can be taken on any campus or in the Human Resources Office. Full facial photographs are required. Employees are not permitted to wear any article of clothing or eyewear that obscures facial features. Accommodations will be provided as required and allowed by applicable law.

Usage

- The MCC ID badge is the property of the college, administered through the Human Resources office and may be revoked at any inappropriate use. The ID badge may be used only by the individual to whom it was issued. Employees may not "loan" their ID badge to anyone for any reason.
- ID badges may not be altered in any way that obscures the person's photograph or printed information on the badge. An ID badge holder may display small items such as recognition pins or professional affiliation pins; but, such items must not restrict the view of the ID badge or its use as a key card.
- Unauthorized use, sharing, alteration or duplication for any purpose will result in immediate confiscation of the badge and may result in disciplinary action.
- ID badges may be used to access controlled areas on a campus. Depending upon location, photo identification badges are required to be visible, swiped, or tapped to gain access; non-compliance may result in removal from the premises.

- If an employee's ID badge is lost or stolen, it should be reported immediately to Human Resources, and a replacement obtained. The cost of replacement badges will be the employee's responsibility unless the replacement is necessitated by a legal name change or a change required by the College.

Return

- Upon separation from employment, employees are required to return their college ID. It is the supervisor's responsibility to ensure the employee's ID badge is returned for destruction before leaving the College.

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References: *ARS 15-1445*