POLICY: 6Hx28:10-01

Responsible Executive: Vice President, Student Affairs

Policy Contacts: Assistant Vice President, Campus Safety and Services

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 12-01-2022

Date of Last Policy Review: 09-25-2026

Reporting Incidents or Injuries

Policy Statement:

I. Valencia College ("College") shall implement appropriate protocols to respond to, document, evaluate, and initiate applicable corrective measure(s) for incidents and injuries occurring on any Valencia campus, occurring at any College-sponsored event wherever located, occurring at an employee's remote work location, and/or occurring while on College sponsored travel.

II. The College President, or designee(s), shall establish procedures to implement this policy.

Policy History:

Adopted 12-11-74; Amended 12-15-82; Amended 11-18-92; Amended 12-11-19; Amended 12-01-22; Formerly 6Hx28:4-18; Formerly 6Hx28:04-12

Related Documents/Policies:
College Policy 6Hx28: 3A-08 Unpaid Internships and Volunteers
College Policy 6Hx28: 3D-06.3 Workers' Compensation and Illness-or-Injury-In-Line-of-Duty Leave
College Policy 6Hx28: 3D-06.2 Fitness for Duty
College Policy 6Hx28: 8-03 Student Code of Conduct

Procedures:

The procedures describe the process for employees, students, interns, contractors, volunteers, and visitors to report incidents and injuries that occur at any Applicable Location, including travel within the United States or international travel:

I. Definitions:

A. Applicable Location: Any College campus, any College-sponsored event wherever located, at an employee's remote work location while on duty, and/or while on College-sponsored travel.

B. Contractor: An independent business or any of its employees, representatives, or agents contracted by the College to provide specific services or work to the College in accordance with Florida law. A contractor is not an employee of the College.

C. Employee: An individual paid a salary or wage by the College and filling an established full-time or part-time position at the College.

D. Incident: Incidents may include without limitation accidents, motor vehicle collisions, property damage, property theft, injuries, emergencies, nuisance or suspicious activities, criminal activities, health and/or safety concerns, etc.

E. Intern: A student enrolled in an internship program at the College or other institution of higher education who is completing an unpaid, practical, career-learning experience where learning is the primary objective. For additional information, see College Policy 6Hx28: 3A-08 Unpaid Internships and Volunteers.

F. Security Incident Report: Report document completed by a representative of College Safety and Security Services regarding incidents and/or injuries that includes detailed information and applicable witness statements, pictures, drawings, etc.

G. Student

1. An individual who has been notified of their acceptance for admission to the College; an individual enrolled in a class(es) at the College; or an individual in between terms and has a continuing relationship with the College; or

2. An individual who is an enrolled student in another higher educational institution and attending a class(es) on a College campus.

For additional information on defining a student, see College Policy 6Hx28: 8-03 Student Code of Conduct.

H. Visitor: Individual not affiliated with the College.

I. Volunteer: Volunteers are individuals who perform services directly related to the activities of the College for their own benefit, to support the humanitarian,

educational, charitable, or public service activities of the College, or to gain experience in specific endeavors. There is no employment relationship between the college and the volunteer, and volunteers thus perform services without promise, expectation or receipt of any compensation, future employment, or any other tangible benefit. For additional information to defining a volunteer, see College Policy 6Hx28: 3A-08 Unpaid Internships and Volunteers.

II. Reporting Incidents and Injuries

A. Reporting Incidents: Incidents should be reported as soon as possible to a representative of Safety and Security Services (see list in Appendix A) for completion of a "Security Incident Report". (Note: Employees shall notify their direct supervisor or designee as soon as possible.) If emergency services are first called for an incident , the reporting party shall also immediately contact a representative of Safety and Security Services for completion of a "Security Incident Report".

B. Reporting Employee and Volunteer Injuries:

1. Employees and volunteers injured at an Applicable Location shall immediately report the injury to their supervisor or designee and a representative of Safety and Security Services (see list in Appendix A) for completion of a "Security Incident Report." If the injury is serious and requires emergency services and the employee or volunteer is transported for treatment, the supervisor or designee shall immediately report the injury to Safety and Security Services and the employee or volunteer shall provide a written statement as soon as possible. For additional information on work related or volunteer injuries or illness, see College Policy 6Hx28: 3D-06.3 Workers' Compensation and Illness or Injury In Line of Duty Leave.

2. Employee Injuries-Travel Outside of the state of Florida

a. Employees who sustain an injury while on official College business when traveling outside of the district (within or outside the United States and other countries) shall immediately report the injury to their supervisor and a representative of Safety and Security Services for completion of the "Security Incident Report" at 407-582-1000, via the College website at https://cm.maxient.com/reportingform.php?ValenciaCollege&layout_id=300 or through the *Valencia College Safety Mobile App*.

b. If the injury is serious and requires emergency services and the employee is transported for treatment, the supervisor or designee shall immediately report the injury to Safety and Security Services and the employee shall provide a written statement as soon as possible.

c. For additional information on work related injuries or illness, see College Policy 6Hx28: 3D-06.3 Workers' Compensation and Illness or Injury In Line of Duty Leave.

3. Employee Post-Accident or Injury Drug and/or Alcohol Test: Employees involved in a work-related accident or injury may be required to submit to a post-accident drug and/or alcohol test. For additional information, see College Policy 6Hx28: 3D-06.2 Fitness for Duty. Failure to submit to the test(s) and participate may result in disciplinary action up to and including termination of employment, and may also include workers' compensation benefits suspension, if applicable.

C. Reporting Student, Intern, Contractor, and Visitor Injuries:

1. Students and interns, injured on campus or at a College sponsored event wherever located shall immediately report the injury for completion of a "Security Incident Report" to a representative of Safety and Security Services via phone (see list in Appendix A), via the college website at https://cm.maxient.com/reportingform.php?ValenciaCollege&layout_id=300, or through the *Valencia College Safety Mobile App*. If the injury is serious, requires emergency services, and the student, intern, contractor, or visitor is transported for treatment, any witness may immediately report the injury to Safety and Security Services and the injured party shall provide a written statement as soon as possible.

2. Visitors and Contractors: Visitors and Contractors that are injured on campus or at a College sponsored event wherever located are encouraged to report the injury for completion of a "Security Incident Report" to a representative of Safety and Security Services via phone (see list in Appendix A), via the College website at https://cm.maxient.com/reportingform.php?ValenciaCollege&layout_id=300, or through the *Valencia College Safety Mobile App*. The health insurance coverage of visitors and contractors shall be primary coverage with respect to injuries they sustain on a College campus or during a College sponsored event wherever located. Contractors shall refer to their employer for guidance on injury coverage.

III. Incidents and injuries shall be managed and may require further investigation and action based on the severity of circumstances by the appropriate authority(ies) on the matter (e.g., Safety and Security Services, law enforcement, Organizational Development and Human Resources, Risk Management, Student Affairs, and/or the Office of Information Technology).

Procedure History:

Adopted 12-11-74; Amended 12-15-82; Amended 11-18-92; Amended 12-11-19; Amended 12-

01-22; Amended 9-25-26; Formerly 6Hx28:4-18; Formerly 6Hx28:04-12

Date of Last Procedure Review: 09-25-2026

Related Documents:

Appendix A: Safety and Security Services (Campus Security) Contact Numbers

Campus	Phone Number
Accelerated Skills Training – Advanced Manufacturing Training Center (contact Osceola Campus)	407-582-4000
Accelerated Skills Training – Downtown Center (contact West Campus)	407-582-1000
East Campus	407-582-2000
Lake Nona Campus	407-582-7000
Osceola Campus	407-582-4000
Poinciana Campus	407-582-6500
School of Public Safety	407-582-8000
School of Public Safety Satellite Training Locations (Fire Rescue Training Centers, Elevated Safety, Greater Orlando Aviation Authority)	407-582-8000 (during normal operating hours) 407-582-1000 (outside normal operating hours)
UCF/Downtown Campus (contact West Campus)	407-582-1000
Valencia College Heart of Florida United Way Center for Accelerated Learning – Northwest Orlando	407-582-3600
West Campus (24 hours per day/7 days per week)	407-582-1000
Winter Park Campus	407-582-6000