

## **Procedure - Risk Management**

### **The Risk Manager's duties include, but are not limited to:**

- A. Record the identification and location of the board appointed tort claims agent form with the county auditor;
- B. Report to the superintendent/designee situations where he/she feels the district faces the greatest potential liability, the changes he/she feels should be made to reduce the risk and the estimated cost of such changes;
- C. Examine the feasibility of and arrange for in-service education classes for staff in areas where he/she feels risk is great or can be lessened;
- D. Assume responsibility for the district's insurance program;
- E. Review annually the insurable value of the district's buildings and equipment and report to the superintendent/designee;
- F. Supervise an annual inventory of all real property and equipment; and
- G. Process and make recommendations regarding all claims against the district as directed by the superintendent/designee.

### **Claims for Damages**

- A. The district will provide each claimant with instructions for completing the district's tort claim form;
- B. Claimants must submit Washington State Tort Claim Form #SF 210 (if the district created its own form, insert title and number here); and
- C. The claimant must complete all sections of the form, sign the form, and submit it to Clear Risk Solutions (agent assigned by board to receive all tort claims) at 451 Diamond Drive, Ephrata, WA 98823 (address of agent receiving claims). The business hours are from 9:00 AM to 5:00 PM\_ Monday through Friday, except for authorized holidays; or submit to HUB International Insurance, mailing address: P.O. Box 858, Sunnyside, WA 98944.