

Procedure - Risk Management

Matt Kempf, Maintenance Supervisor and Risk Manager will:

- A. Record the identification and location of the board appointed tort claims agent form with the county auditor;
- B. Report to the superintendent/risk manager 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/risk manager;
- 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/risk manager.

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 Erica Barrie, Business Manager, at the Hoquiam School District Office; 325 W. Chenault Avenue, Hoquiam, WA 98550. The business hours are from 7:30 a.m. to 4:30 p.m. Monday through Friday, except for authorized holidays.

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