



## **Risk Management Program General Information**

November 21, 2008

We are seeking to improve our Risk Management procedures by developing a uniform practice for the handling of accident and injury claims that may arise from incidents that occur in University operations. Our goal is to develop a campus-wide uniform process for collecting and preserving information and evidence in situations involving injuries or property damage where University premises or staff are involved. Another part of the goal is to develop a single collection point for this information so that it can not only be preserved, but also located if needed. Prevention of accidents is another important feature of a risk management strategy.

Judy Mullins of the Business Office has agreed that we can use her office as the collection point for the information gathered.

Attached are three forms that were developed for the purpose of collecting data with respect to any incidents which may involve potential claims against the University for personal injury or property damage.

These forms include a "Vehicle Accident Report" to report any incident involving a University owned vehicle, any employee owned vehicle used on official University business or any vehicle rented or leased by or for the University for University business.

The second form has been developed for reporting of "Student or General Public Injury and Property Damage" situations that do not involve the use of motor vehicles. This may include a situation where a student or member of the general public reports an injury such as a slip and fall incident, for example.

A third form has been developed for the use of faculty and staff in reporting damage to "University Buildings, Facilities, and Fixtures." This may be damage caused by casualty loss such as fire or storm damage, but it may also include reports of vandalism or other intentional property damage.

The purpose here is to collect as much information as is available regarding these various types of incidents. We want to collect the information when the incident is fresh, as that is when the information is most readily available. By acting immediately, the expectation is that if a claim is made against the University or University staff or faculty member because of an accident, the University will be in the best possible position to defend that claim. Further, by having supervisors involved early on in the collection of this information, this also offers the University faculty and staff an opportunity to review particular incidents in the hopes of preventing future similar accidents or incidents.

Please note that the Department of Public Safety (DPS) is available to provide guidance and advice with regard to completion of these forms, but that the primary responsibility for completion of the forms rests with the individuals involved in the incident and his/her supervisor. The DPS is a valuable asset because their officers are trained investigators and can assist you in working through this process.

We recognize that in some instances not all of the information will be available to those who are charged with the responsibility of completing this form. This may occur when an automobile accident

occurs off campus, for example. In such a situation, we should attempt to gather as much information as possible by acquiring copies of any reports that may have been completed by law enforcement agencies or others at the accident location and by completing our own forms to the extent possible.

Photographs are an extremely valuable method of preserving evidence and helping others understand the nature of the incident. Please make sure that those persons responsible for completing these forms remember the importance of obtaining photographic evidence as a means for memorializing the event. The DPS has agreed to be available to help with photos if needed.

Please distribute this information to those on your staff who will be responsible in each of your areas for handling these matters if and when they arise. You will be able to complete the form electronically, but you cannot save any information that is entered. You must print the form after filling it out, obtain the appropriate signatures, make copies and send it to the Business Office to the attention of Cheryl Cragg. Any digital photos should be e-mailed to the Business Office at [ccragg@truman.edu](mailto:ccragg@truman.edu). Photos should be accompanied by a brief description so that they can be matched to your report.

If you have questions regarding this new program or if you wish to offer comments or suggestions for improvement, please contact Warren Wells in the General Counsel office at 4121 or [wwells@truman.edu](mailto:wwells@truman.edu).