

Procedure - Risk Management

Employees involved in risk management:

- A. File the identification and location of agent form with the county auditor;
- B. Report problems and concerns to the superintendent or designee;
- C. Review and provide feedback on proposed contracts. Conduct research as necessary;
- D. Interact with the Washington Schools Risk Management Pool (Pool) and other brokers as needed;
- E. Track loss statistics;
- F. Facilitate and submit the information requested by the Pool for the annual Exposure Units Survey;
- G. Report claims to the Pool as warranted. This includes liability claims and insured property claims that exceed district deductibles; and
- H. Process claims not covered by the Pool. An example is seeking recoveries from other insurers for damages to district vehicles when the cost is under \$50,000.

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 Standard Tort Form #SF 210; and
- C. The claimant must complete all sections of the form, sign the form, and submit it in person, by mail, or by fax to:

Edmonds School District No. 15
Attn: Superintendent
20420 68th Avenue West
Lynnwood WA 98036-7400

Fax: (425) 431-7006

Business hours are from 7:30 am to 4:30 pm Monday through Friday, except for authorized holidays.

Adoption Date: 02.11.19
Edmonds School District
Revised Dates: