

## **Risk Management**

The Facilities Manager's duties include, but are not limited to:

1. Record the identification and location of the board appointed tort claims agent form with the county auditor;
2. 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;
3. 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;
4. Assume responsibility for the district's insurance program;
5. Review annually the insurable value of the district's buildings and equipment and report to the superintendent/designee;
6. Supervise an annual inventory of all real property and equipment; and
7. Process and make recommendations regarding all claims against the district as directed by the superintendent/designee.

### **Claims for Damages**

The district will provide each claimant with instructions for completing the district's tort claim form;

Claimants must submit Washington State Tort Claim Form #SF 210); and

The claimant must complete all sections of the form, sign the form, and submit it to the Superintendent at 116 S Lake Street. The business hours are from 8:00 AM-4:00 PM, Monday through Friday, except for authorized holidays.

**Adoption Date:**

**School District Name: Reardan-Edwall School District No. 009**

**Classification:**

**Revised Dates: 04.10; 12.11; 08.18; 12.18**