

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
- C. The claimant must complete all sections of the form, sign the form, and submit it to the Director of Business Operations at Nine Mile Falls School District, 10110 W Charles Rd., Nine Mile Falls, WA 99026. The business hours are from 8:00 AM to 4:30 PM, Monday through Friday, except for authorized holidays.

Security

The principal is charged with the responsibility for the distribution and supervision of all keys and access methods required for proper operation and security of the building. The procedures to be followed for key control are as follows:

- A. Each staff member who is issued a key or access device by the principal must sign a record.
- B. Buildings will be zoned when possible to allow access only to parts of the building needed by each staff member.
- C. A staff member upon termination of employment will return keys or access devices under a staff member's care to the principal.
- D. The principal may authorize release of keys or access devices for temporary access. The principal must develop procedures to ensure return of keys or access devices when temporary access is no longer needed.
- E. Possession of keys to kitchen storerooms is limited to the lunchroom manager and principal.
- F. Upon the loss of a key or access device the principal will be notified immediately.

- G. The principal or building manager is the only person authorized to cause a key to be duplicated. All exterior door keys will be engraved with “do not duplicate.”
- H. Unauthorized duplication of keys or access devices is considered a serious violation of district procedure.

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