

MEMO



Office of Risk Management  
Hovde Hall  
610 Purdue Mall  
Room 216  
West Lafayette, IN 47907  
PHONE (765) 494-6134  
FAX (765) 496-1338  
[www.purdue.edu/Risk\\_MGMT](http://www.purdue.edu/Risk_MGMT)

**TO: County Extension Directors and Others**

**RE: Procedures for the Handling of Claims and Legal Actions**

This memo is issued as a reminder of the procedures to be followed if you receive information concerning a potential claim or are served with legal documents relating to CES activities. I would encourage each of you to share copies of this memo with CES staff members and volunteers for your various activities -- as volunteers may be named in some of these legal actions.

As you are aware, the University's liability coverage extends to CES volunteers -- so long as they are acting at the direction of and within the scope of their duties for Purdue. In order for the University to be able to continue to provide this broad coverage for individuals and activities, it is essential that these procedures be followed:

**I. Information Concerning a Potential Claim**

If you become aware of a situation involved with a CES activity which could result in a claim -- for example, injury to an activity participant -- please put in writing to our office whatever information you have concerning the incident. We will then notify both our insurance carrier and Office of Legal Counsel. If appropriate, an investigation will be conducted.

**II. Receipt of Claim Letters or Legal Documents**

Any such letters or documents are to be forwarded *immediately* to our office. We will provide copies to both Office of Legal Counsel and our insurance carrier.

**III. Discussing the Claim or Legal Action**

Investigation of all liability claims against Purdue is handled by JWF Specialty Company -- and Office of Legal Counsel. If you are contacted by anyone other than a representative of these two firms to discuss a claim, please decline to talk with that person until you have checked with our office.

**IV. Coverage Inquiries**

You may on occasion receive inquiry, either written or verbal, concerning insurance coverage carried by the University -- particularly with regard to bodily injury or property damage involving third parties. Please refer such inquiries to this office by (a) providing our telephone number to the person inquiring, and/or (b) forwarding any correspondence directly to the Office of Risk Management.

Please do not attempt to respond personally to such inquiries. This office, the University's insurance carrier or our legal counsel will handle the response.

### **Claim/Incident Reporting Cooperative Extension Service**

- County extension directors, supervisors and others- If one of your programs generates an incident where an injury occurs, please complete a [RM27](#) Form
- This form should be forwarded to Tiffany Utermark in the Office of Risk Management Department via fax 765-496-1338 or via e-mail attachment at [tutermark@purdue.edu](mailto:tutermark@purdue.edu)
- If you have questions regarding this procedure please contact Tiffany Utermark at 765-494-6134

Please contact us if you have questions concerning these procedures or if we can provide additional information. With your assistance and cooperation, we can minimize the effect of claims and suits against the University.

Our address and phone number is as follows:

Office of Risk Management Office  
Purdue University  
Hovde Hall  
610 Purdue Mall, Suite 216  
West Lafayette, IN 47907

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FAX: (765) 496-1338

NOTE: This memo, along with other information concerning property and casualty insurance, can be accessed via the Risk Management web site at:  
[http://www.purdue.edu/Risk\\_MGMT/](http://www.purdue.edu/Risk_MGMT/)