

The Liability Claim Process

A Liability Claim is a claim for damages filed by a third party (student or visitor) for bodily injury or property damages to the claimant resulting from the premises or operations of the Peralta Community College District and its Colleges.

1. It is essential in claims management that claims be reported to Risk Management within 24 hours of the Colleges' knowledge of an injury, regardless of the severity of the claim. There are many situations in which early intervention in handling a claim can significantly reduce the cost.
2. If the injury is the result of an identified hazard, please take photographs of the area and take immediate steps to correct or remove the hazard.
3. In the event that a serious incident occurs at the College, please contact the Office of Risk Management immediately. If the serious incident occurs after normal working hours, please contact Safety Services and request that they contact the Risk Manager.
4. When dealing with the media or potential claimants, always remain calm and courteous. Do not admit liability or commit to payment of medical or damage expenses.
5. Never withhold or delay reporting a loss if all the information is not yet available. Complete a **"Medical Incident Report"** to the best of your ability immediately after the incident occurs. Forward this form to the Office of Risk Management immediately.
6. If a claimant or claimant's attorney calls the College directly or requests an **"Accident Reporting and Claim Form"**, always refer them to the Office of Risk Management.
7. If a claimant or claimant's attorney mails or delivers a completed **"Accident Reporting and Claim Form"** to the College, forward the Claim Form to the Office of Risk Management immediately.
8. Liability claims are investigated and managed by an outside claims administrator, CorVel. If you are contacted by an adjustor from CorVel, please respond promptly with any requested information.
9. For questions regarding Liability Claims, please contact the Risk & Safety Programs Manager at 510-466-7264.

Contact Information:

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