LIABILITY CLAIM DEFENSE

Policy Title: Liability Claim Defense
Policy Type: Administrative
Policy Number: #42-09 (2014)
Approved: 12/16/2021
Responsible Office: Environmental Health, Safety and Risk Management
Responsible Executive Vice President for Finance and Administration
Applies to: Faculty, Staff and Students

POLICY STATEMENT

This policy outlines basic steps for University defense against claims alleging liability.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Definition</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definitions</td>
<td>1</td>
</tr>
<tr>
<td>Contacts</td>
<td>1</td>
</tr>
<tr>
<td>Stakeholder(s) (For Administrative Policy)</td>
<td>2</td>
</tr>
<tr>
<td>Liability Claim Defense Policy Contents</td>
<td>2</td>
</tr>
<tr>
<td>Publication</td>
<td>3</td>
</tr>
<tr>
<td>Review Schedule</td>
<td>3</td>
</tr>
<tr>
<td>Related Documents</td>
<td>3</td>
</tr>
<tr>
<td>Forms</td>
<td>3</td>
</tr>
</tbody>
</table>

DEFINITIONS

None

CONTACT(S)

Environmental, Health, Safety and Risk Management (EHS&RM) staff officially interprets this policy. The Vice President of Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies https://www.nsu.edu/policy/bov-01.aspx through the appropriate governance structures. Questions regarding this policy should be directed to The Office of the Controller/Financial Services.
STAKEHOLDER(S)

University students, faculty and staff

WRITE-OFF OF RECEIVABLES POLICY CONTENTS

▪ This policy describes the steps for managing claims against the University for personal injury and/or property damage.

▪ The EHS&RM Office shall:
  ▪ Determine the extent of injury and/or damage
  ▪ Identify possible means of preventing a recurrence
  ▪ Oversee immediate remediation
  ▪ Advise legal counsel
  ▪ Present applicable cost documentation as a claim to Department of Risk Management
  ▪ Arrive on scene as soon as possible
    ▪ Interview witnesses
    ▪ Photograph damage
    ▪ Confer with University Police

▪ Determine cause(s):
  ▪ Confer with appropriate tradesmen
  ▪ Identify physical evidence

▪ Oversee immediate remediation:
  ▪ Water removal
  ▪ Remove fire damaged items
  ▪ Secure area

▪ Conduct inventory of damaged items:
  ▪ Determine ownership
  ▪ Secure damaged items

▪ Prepare list of labor and material costs

▪ Compose letter of complaint to the insurance company of a third party found to liable for damage

▪ Claims to DRM are subject to a deductible
PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof; the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate Website; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content as necessary. Failure to meet publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 12/16/2024
- Approval by, date: President, 08/26/2014
- Revision History: 08/26/2014; 07/23/2015; 08/22/2017; 04/06/2018; 12/16/2021
- Supersedes: None- New Policy

RELATED DOCUMENTS

None

FORMS

There are no forms associated with this policy and procedures.