

**ADMINISTRATIVE PROCEDURE 3810 LIABILITY CLAIMS AGAINST THE DISTRICT**

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.

**A. Claimant Procedure**

1. A claim relating to a cause for action for death or for injury to a person or to personal property must be presented no later than six months after the accrual of the cause of action.
2. The Form "Accident Reporting and Claim Form" available from the "Risk Management" web page shall be submitted along with substantiating documentation to:

Risk Management Office  
Peralta Community College District  
333 East 8th Street, Oakland CA 94606

**B. Employee Procedure**

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 Police 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.

**References:**

Education Code Section 72502  
Government Code Sections 900 et seq., 910 et seq., and 935

Approved by the Chancellor: January 30, 2013

Revised and approved by the Chancellor: March 7, 2019