



## PROCEDURES FOR REPORTING A CITIZEN ACCIDENT IN A COUNTY FACILITY

Occasionally county employees are witness to, or come upon after the fact, a citizen who has fallen or had a similar accident in a county building. Following these guidelines will help an employee handle the situation appropriately.

1. For an obvious serious injury, call 9-1-1.
2. For a possible injury, inquire if they need assistance and if so, call 9-1-1.
3. Report the date, time, and nature of injury to Hal Luttschwager (Risk manager) and Larry Farnes (Facility manager) via email or phone message **with** an email follow-up.
4. Note in your email any structural defects or issue you observed such as broken steps, water on the floor. Contact the facilities staff immediately!
5. Do **NOT** volunteer liability.
6. If someone **asks** about payment or filing a claim, refer them to Hal Luttschwager. Statute says a written claim for damages needs to be filed with the Clerk and Recorder.

Please note #6. Provide information if asked but consider that offering it without a request may suggest that the County will contact them or that the County will accept responsibility for the accident/injury.