

PERSONAL LIABILITY CLAIMS

Section: Facilities

Policy: A General Liability Accident Report form should be submitted for all claims. A pdf version of this form can be found at:

https://busfin.uga.edu/administrative/general_liability_accident_report.pdf

Purpose: The purpose of this policy is to outline the proper procedures for filing a claim should a resident, visitor or employee request reimbursement due to injury or loss of personal property.

Scope: This policy applies to anyone seeking reimbursement for an incident that resulted in loss of property and/or injury.

Procedure:

- I. It is not necessary to inquire whether or not someone has insurance that may cover their claim. This will be handled by Insurance and Claims Management office.
- II. Report injury or property damage that occurs on campus immediately to the UGA Police Department at 706-542-2200 (e.g., thefts, accidents, sprinkler pipe flooding).

Reminder: If an accident results in an injury, be sure to also follow [injury reporting protocols](https://busfin3.busfin.uga.edu/HR/injury_menu.cfm) (https://busfin3.busfin.uga.edu/HR/injury_menu.cfm).

- III. Staff members should document the incident in Advocate.
- IV. Staff members should also email the UGA Insurance and Claims Management office by the end of the next business day with information about the incident and informing them a claim may be filed. Information from the Advocate report can be included in this email. Appropriate supervisors, the associate director for residence life or the associate director for staff development and student conduct (depending on the area where the accident or loss occurred) and the director of residential programs and services should be copied on this email.
- V. If anyone involved wishes to file an insurance claim for an injury or property damage, they should be encouraged to complete a General Liability Accident Report form (https://busfin.uga.edu/administrative/general_liability_accident_report.pdf). The date and time a General Liability Accident Report form was emailed to the claimant must be documented in case this information is needed during the claim process.
 - A. If there are multiple claimants for the same issue, a separate form should be completed for each claimant.
 - B. The claimant must complete all information requested on the form. Additional follow-up will be conducted by UGA Insurance and Claims Management office.
 - C. Forms should be submitted directly to:
Vance Silcott
Insurance and Claims Management
vsilcott@uga.edu
Phone: 706-425-3083

- D. Claimants should also be instructed to email a copy of all documentation to the corresponding associate director for residential programs and services and the director of residential programs and services.

Revised and approved by management team: January 19, 2021

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