

MEMO



RISK MANAGEMENT OFFICE  
Freehafer Hall  
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West Lafayette, IN 47907-2024  
(765) 494-1690 • FAX (765) 496-1338  
[www.purdue.edu/Risk\\_MGMT](http://www.purdue.edu/Risk_MGMT)

**TO:** County Extension Directors and Others  
**FROM:** Mark W. Kebert  
**DATE:** January 3, 2008  
**RE:** Procedures for the Handling of Claims and Legal Actions

This memo is issued as a reminder of the procedures to be followed if you receive information concerning a potential claim or are served with legal documents relating to CES activities. I would encourage each of you to share copies of this memo with CES staff members and volunteers for your various activities -- as volunteers may be named in some of these legal actions.

As you are aware, the University's liability coverage extends to CES volunteers -- so long as they are acting at the direction of and within the scope of their duties for Purdue. In order for the University to be able to continue to provide this broad coverage for individuals and activities, it is essential that these procedures be followed:

**I. Information Concerning a Potential Claim**

If you become aware of a situation involved with a CES activity which could result in a claim -- for example, injury to an activity participant -- please put in writing to our office whatever information you have concerning the incident. We will then notify both our insurance carrier and University legal counsel. If appropriate, an investigation will be conducted.

**II. Receipt of Claim Letters or Legal Documents**

Any such letters or documents are to be forwarded *immediately* to our office. We will provide copies to both University legal counsel and our insurance carrier.

**III. Discussing the Claim or Legal Action**

Investigation of all liability claims against Purdue is handled by Crawford & Company -- and our legal counsel is Stuart & Branigin of Lafayette. If you are contacted by anyone other than a representative of these two firms to discuss a claim, please decline to talk with that person until you have checked with our office.

**IV. Coverage Inquiries**

You may on occasion receive inquiry, either written or verbal, concerning insurance coverage carried by the University -- particularly with regard to bodily injury or property damage involving third parties. Please refer such inquiries to this office by (a) providing our telephone number to the person inquiring, and/or (b) forwarding any correspondence directly to Risk Management. Please do not attempt to respond personally to such inquiries. This office, the University's insurance carrier or our legal counsel will handle the response

Please contact us if you have questions concerning these procedures or if we can provide additional information. With your assistance and cooperation, we can minimize the effect of claims and suits against the University.

Our address and phone number is as follows:

Risk Management Office  
Purdue University  
401 S. Grant Street  
West Lafayette, IN 47907-2024

Phone: (765) 494-1690

FAX: (765) 496-1338

NOTE: This memo, along with other information concerning property and casualty insurance, can be accessed via the Risk Management web site at:  
[http://www.purdue.edu/Risk\\_MGMT/](http://www.purdue.edu/Risk_MGMT/)