

Manual of Administration

TOPIC: Administration	SUBJECT: Liability	Code: AD110
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PURPOSE: To clarify Avenue II's liability coverage and the procedure to follow in the event of an accident involving Avenue II staff and/or clients.

DEFINITION: An event which results in personal injury or damage to an individual's property, agency personnel, or agency property which requires the intervention of police, ambulance, or fire department.

NOTE: Avenue II retains liability coverage for employees. In order for Avenue II or its employees to be considered liable for an event or accident relating to a service which we provide, negligence must be found through due process.

PROCEDURE:

1. Notify your Manager or On-Call of the occurrence immediately prior to making a statement to the investigating party.
2. The statement must reflect the events as you have witnessed them.
3. **Do not make statements that assume responsibility for the occurrence by admitting liability or guilt either on behalf of you or the agency.**
4. Keep a copy of your statement to attach to the Incident Report.
5. When more than one Avenue II staff is present, separate Incident Reports are to be written.