

# LIABILITY CHECK LIST

## WHAT TO DO WHEN AN ACCIDENT HAPPENS INVOLVING BODILY INJURY OR PROPERTY DAMAGE:

(Note: This checklist applies to bodily injury to other than fair employees and property damage to other than fair property.)

**Provide all appropriate first aid or prevent further damage to property.**

**Interview the injured person, if possible.**

Obtain information to complete both sides of "Accident Report (Other Than Motor Vehicle)." (See Tab #2 for sample and further instructions). Include their version of what happened, what their injuries appear to be and their physical appearance (i.e., do they appear to have been drinking, if they fell in a spill are their clothes wet, what type of shoes are they wearing). Do not promise to pay bills.

**Inspect the scene of the accident, and for serious injuries, preserve evidence.**

We never know which injured party may try to exaggerate their claim or take advantage of their injury. Therefore, except for the most minor of incidents, fair staff or EMT should be dispatched to the scene. Note in detail any conditions related to the accident (i.e. the size and nature of any spill, the size and depth of a pothole, available lighting). Fully identify any witnesses, including their version of what happened. (Friends and relatives may change their story later.) Photos of the scene, especially if the fair or event is about to end, are very helpful.

**Label and save any physical evidence.**

**Complete the "Accident Report (Other Than Motor Vehicle)". (See Instructions on filling out this form, Refer to Tab 2.)**

Be sure to indicate the fair staff member who is most knowledgeable about the incident, the specific location on the grounds, and any other involved person. Advise if injured party was a participant in any event.

**Send the completed "Accident Report" to California Fair Services Authority Claims Department.**

Do not delay report until the end of the fair or until additional information becomes available. If they are readily available, attach copies of any related contract and proof of insurance. If not, send when available, and refer to injured person's name.

**Report immediately accidents involving serious injuries to CFSA Claims Department by telephone at (916) 263-6171 or (916) 263-6145.**