

## **Procedure for Reporting a Property Loss**

**In the event of a property loss such as fire, water damage, burglary, etc., the following reporting procedure must be followed:**

1. Contact the Department of Public Safety at 9-4444 to report the incident. Request medical attention if necessary. Public Safety will contact the Fire Department, Police Department, University Officials, etc. as necessary.
2. A Public Safety Officer will obtain witness statements, if available, as soon as possible after the loss.
3. A Public Safety Officer will take a report of the incident and forward the necessary information to the Manager of Risk Management & Insurance for review.
4. Photograph the incident scene whenever possible. Label the photographs with a description of the photo, your name and date. Retain all evidence. Do not discard any damaged property until advised to do so by the Manager of Risk Management & Insurance. The insurer must be given the opportunity to assess the damage, if they wish to do so.
5. You are responsible for protecting the University from further (additional) damage or loss. In the event of fire, windstorm, hail, lightning, flood or water damage, employ the necessary resources available to protect and preserve the property. You must make a reasonable effort to protect the property.
6. Upon notice of the claim, the Manager of Risk Management & Insurance will report the claim to the University's Insurer to determine if coverage exists under the University's property insurance program. In the event the damage is considered to be an insured loss, the Manager of Risk Management & Insurance will coordinate all claim activities with the insurer and the department experiencing the loss.
7. The department experiencing the loss must obtain quotations for the repair and/or replacement of the damaged property, and be sure to keep copies of all estimates and invoices related to the incident. If repairs will be made, the repair technician must support the replacement of any parts in their service report. Copies of all estimates and invoices related to the loss should be forwarded to the Manager of Risk Management & Insurance.

To check on the status of a property claim, please contact Ashlie Feick at 610-519-6603.