

Property Loss

Quick Reference Guide

<input type="checkbox"/> Done	If the loss is the result of a burglary/vandalism/arson, immediately contact the police and make a police report.
<input type="checkbox"/> Done	Secure the area so that no one is injured. You may need to get a vendor in to do the job of securing the area depending on type/size of loss. (Being aware of potential for additional damage/injury is important.)
<input type="checkbox"/> Done	Check your fences, gates and perimeter for possible illegal access or damage. Provide any surveillance camera documentation to police/fire.
<input type="checkbox"/> Done	Take photographs of the loss to immediately capture information/evidence.
<input type="checkbox"/> Done	Identify any witnesses, or provide information on perpetrators of the loss (if known) to the police/your Third Party Administrator's representative.
<input type="checkbox"/> Done	Make any temporary repairs that will mitigate further damage to District property.
<input type="checkbox"/> Done	Keep track of all costs associated with mitigating the damage to school property in the form of invoices, billings, charges, etc. – be sure to keep track of <u>ALL</u> receipts/information associated with repair/replacement(s)
<input type="checkbox"/> Done	Complete a Property Loss Report Form within 24-hours and fax it immediately to your Third Party Administrator following the loss.
<input type="checkbox"/> Done	Assist your Third Party Administrator's investigation/representative in any way possible, especially with regard to subrogation issues.
<input type="checkbox"/> Done	Immediately begin documenting your District's loss and throughout the life of the claim.
<input type="checkbox"/> Done	No repairs until you receive authority to do so from your Third Party Administrator (TPA), with the exception of emergency repairs. Do not throw anything out until authorized by your TPA. (Damaged materials may provide information which enables us to obtain reimbursement for the District – i.e. possible subrogation.)
<input type="checkbox"/> Done	Once the Property Loss has been repaired/or replaced, compile all loss documentation for the TPA's Claims Department. Often the TPA uses a field representative for this.
<p>Your Claims Administrator will coordinate with the District on completion of appropriate forms (i.e. Proof of Loss Statements) and any settlement authorizations that may be required.</p>	