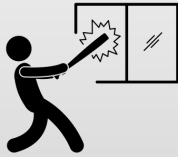




STEPS TO FILING A LOSS CLAIM



Vandalism, Break-in,
Property Damage, Fire,
Theft or Flood



**CONTACT POLICE DEPARTMENT
AND FILE POLICE REPORT
WITHIN 24 HOURS OF INCIDENT**

**CONTACT RISK MANAGEMENT
IMMEDIATELY**
RISK MANAGEMENT WILL CONTACT INSURANCE TO
FILE A CLAIM



**COMPLETE LOSS REPORT FORM &
SUBMIT TO RISK MANAGEMENT**
[\(CLICK HERE\)](#)

**TAKE PHOTOS OF DAMAGED
PROPERTY AND SUBMIT INVENTORY
OF LOSS ITEMS, WORK ORDERS, &
P.O.'S OF ANY REMEDIATION**



**DETERMINE IF LOSS ITEMS WILL BE
REPLACED. SUBMIT REPLACEMENT
P.O. TO RISK MANAGEMENT**

**TURN IN COMPLETED LOSS FORM TO
RISK MANAGEMENT WITHIN 48 HOUR
OF THE INCIDENT**

