

Origami Risk: Please have the RISK representative at your school/location enter the incident information into the Origami Risk Management Incident Reporting system and forward a copy of the police report and any other supporting documents such as pictures and/or witness statements to Tina Simon. Supporting documentation can be sent by responding to the confirmation email you receive once your claim has been submitted to Risk Management

Property Claim Process for an Incident outside of GCPS:

1. File a police report. Include as much information as possible regarding the items missing or damaged (Ex: item description, serial #, model #, GCPS decal #). This is all helpful information; however, do not delay in reporting something if you do not have all of this information.
2. Take pictures to support evidence of break-in or to support why damage occurred
3. Notify your local school Risk Management representative of the incident and provide supporting documents. (Police report, pictures, etc.)
4. **Your RISK representative will enter the information into the Origami Risk Management Incident Reporting system and electronically submit the claim to Tina Simon in Risk Management.**
5. Once reported, **email Tina Simon** copies of police report and any supporting documents.

Covered Claims:

1. If the claim is accepted, Tina will request the school to obtain a quote for replacement. Once she receives and approves the quote, she will email the school an account # to order the item(s) accepted for replacement.
2. Once the item is received by the school, it will need to be marked as received in PeopleSoft.

Denied Claims:

If Risk Management denies the claim, Tina will notify the contact person explaining why the incident is not covered.

Process for replacing if denied:

Risk Management does not govern this and therefore any questions and confirmation of procedures will have to come from Information Management. Send theft reports, other information, and/or questions to the IMD.Resource.Request@gcpsk12.org.

Process for removing items from inventory:

Send theft reports, other information, and/or questions to Property.Loss.and.Theft@gcpsk12.org mailbox. Property/Asset Management will process the request.

Risk Management – Laptop/Mobile Technology Claims

(NOTE: For those purposes of this document, the word “laptop” should be interpreted to include laptop computers, tablets, and other mobile technology.)

From time to time, mobile devices owned by GCPS are lost, stolen or damaged. In an effort to provide financial assistance in specific circumstances, Risk Management provides limited coverage for laptops that require replacement. In general, to be eligible for coverage, the laptop must have been stolen or damaged for reasons outside the employee’s control. The following general rules also apply.

General Rule # 1 – Barriers Required

Employees should use reasonable care to protect GCPS property, using “barriers” to help prevent theft. When left on school premises two (2) barriers must be used when the laptop is not in use or in the employee’s immediate possession. Laptops must be locked inside the classroom or in another locked/secured location. If devices are left in the classroom, a second barrier should also be used by locking them away in a desk or locked/secured area.

When traveling with a GCPS laptop or storing it off premises, a minimum of two (2) barriers must be used when the laptop is not in use and/or not in the employee’s immediate possession.

- At least one (1) barrier must be a locking barrier, for example, a locked door, a locked cabinet, or locked car doors.
- A visual barrier must also be used whenever possible. This means keeping the laptop out of sight when not in use. In a vehicle, it should be stored in the trunk rather than lying in the passenger’s seat, for example. If a visual barrier is impossible, two locking barriers should be utilized.
- Laptops should not be left in a vehicle overnight.

Claims for theft will be paid only if the appropriate barriers were in place at the time of the theft.

General Rule # 2 – Evidence of Theft

Employees who report a laptop as stolen must report the theft to the proper law enforcement authority as soon as the theft is discovered. Risk Management will not replace missing or stolen laptops unless there is:

- A police report (or SRO report) documenting the suspected theft, and
- Evidence of a break-in.

The police/SRO report must be provided to Risk Management upon request.

General Rule # 3 – Standard Equipment

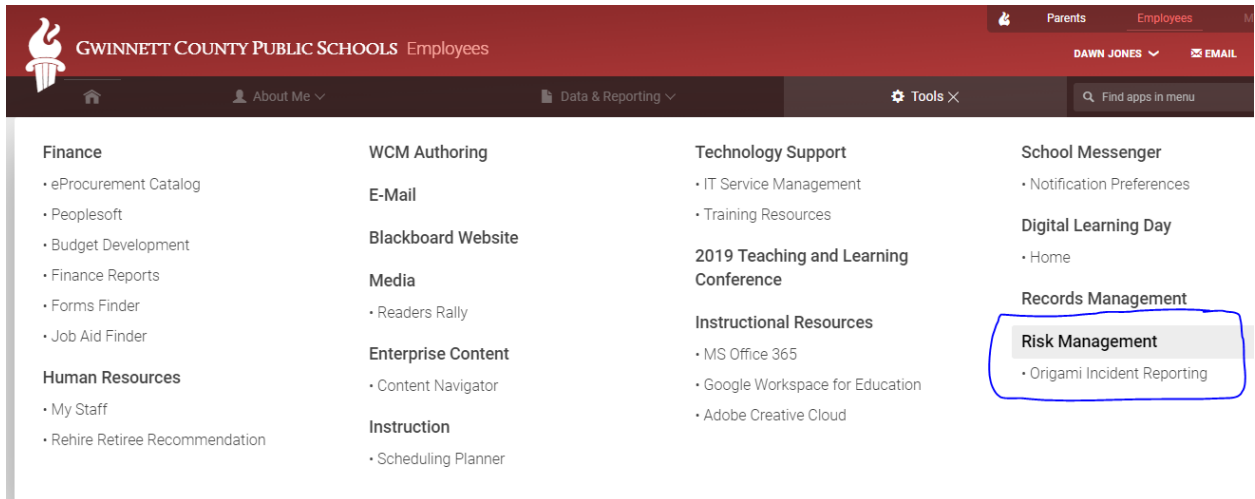
In general, Risk Management only provides coverage for items that appear on the Basic Equipment List (BEL) and/or that are provided by the District Office. School purchases of additional items are generally not covered.

General Rule # 4 – Value of \$1000 or more

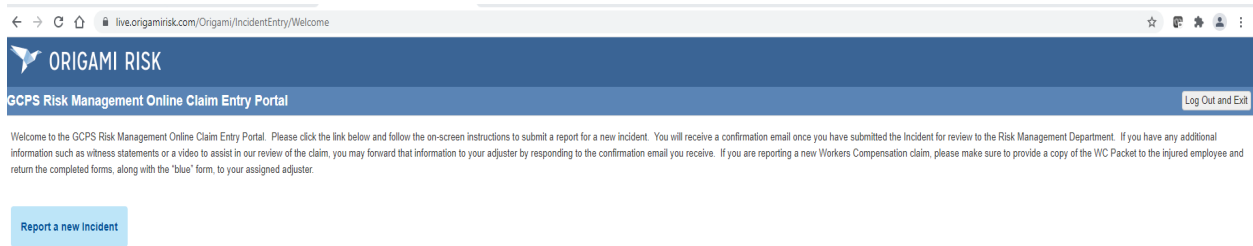
Typically, only laptops (or other technology) valued at \$1000 or Risk Management will cover more. The individual school or work location should in general, cover theft or damage to items valued at less than \$1000.

GCPS Property Claim Process for Technology, Risk Management Department

1. To enter a new Property Loss Incident report, you will need to log into the GCPS Portal Page and then click on the “Tools” tab.
2. To Report a new Property Loss Incident, click Risk Management or Origami Incident Reporting. A new window will open that will take you to the Origami entry portal.



3. To enter the new Incident Report, click on the tab labeled “Report new Incident” and you will be taken to the new reporting landing page for Origami.



4. To enter a new incident, click on “Property Loss” and follow the prompts for entering the incident information.

GCPS Property Claim Process for Technology, Risk Management Department

Select Incident Type

Select a type for the new incident

First Report of Injury

For incidents involving employee injuries.

Auto Incident

For incidents involving vehicle damage or damage caused by vehicles.

Visitor Injury

For incidents involving injuries to visitors.

General Liability Report

For incidents involving damage to a visitor's property.

Property Loss

For incidents involving damage to GCPS property.

5. Enter the loss information into the form. If this loss is for an item such as a laptop or computer, you will need to complete the entire form. An asterisk "*" indicates a required field.

New Incident

Reported By

Your Name *

Your Email *

Property Loss Report

Date of Incident *

Time of Incident

If time of incident is UNKNOWN, please leave BLANK.

School/Location Name: *

School Contact Person

Phone Number

Type of Loss *

Please provide a detailed description of what happened? *

Employee was carrying his laptop to a meeting and tripped going up the stairs and dropped the laptop causing it to break

If a building, school or other permanent structure was affected, please include details in this description.

Witness Information

Witness Name

Witness's Statement

Witness Phone Number

Additional Witnesses? Yes No

Property Section

Who was the item(s) assigned to?

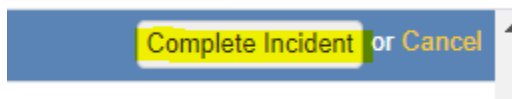
Where were item(s)?

What item(s) were taken with details?

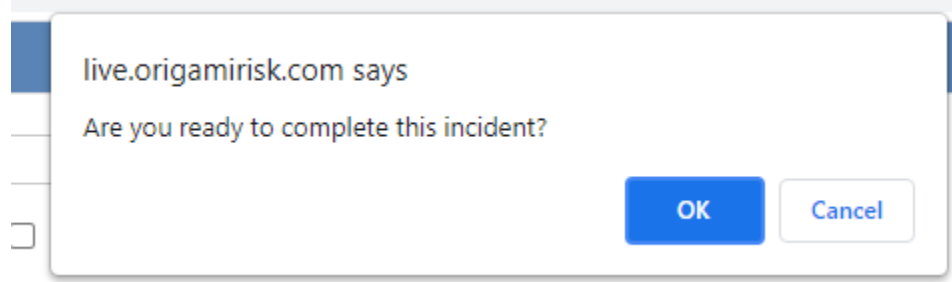
For example: Laptop, Mfg: IBM, Model #: AB12345, Serial #: 1258798787978

GCPS Property Claim Process for Technology, Risk Management Department

6. Once you have completed the form, click “Complete Incident” at the top right hand of the page.




7. Once the claim has been submitted you will receive a prompt to confirm that you are ready to submit the new incident report. Click “OK” to submit.



8. Once submitted you will get a reply showing a successful submission. You will also receive an email confirmation that the incident was sent to your assigned adjuster and if you have any additional information to submit, you can do so by responding to the email confirmation.
9. If you don't have anything else to submit, you can click “I'm done”. You will be then prompted to log out or return to the Welcome Screen if you need to enter another incident report.

Upload any relevant files

 Save Successful.

 You can upload any relevant documents and files for the incidents you submitted in this page. Please do so below before clicking on the I'm done button.

#1 Smith, John (E21-0000017)


No files uploaded.

I'm Done or [click here to log out](#)

Thank you

Thank you for your submission.

Print Incident Records


 Click the links below to print a copy of the records submitted.

Smith, John (E21-0000017)

[Return to Welcome Screen](#) or [click here to log out](#)

10. Below is an example of the email you will receive once the claim has been submitted to Risk Management.

Your incident report - P21-0000018

Subject Your incident report - P21-0000018
To dawn.jones@gcpsk12.org
Reply To live-replyto-11425.525500ff-3c6c-4050-9445-14efb55ea088@origamirisk.com
From Gwinnett County Public Schools
Entry Date 07/06/2021 3:04 PM
Send Date 07/06/2021 3:04 PM
Attachments  P21-0000018_IR.pdf 65 KB
 [View Original Header Information](#)

You have successfully submitted your incident report to the Risk Management Department. Please forward any additional information (photos, witness statements, police reports, etc.) to support the claim by rep questions please contact Tina at 770-513-6619 or by email at tina.simon@gcpsk12.org.

Replies to this email message will be saved with our email records.

If you need assistance with reporting a new incident, please contact your adjuster.