



Office of Risk Management

Property Incident/Claims Reporting Procedures

Report claims ***IMMEDIATELY*** and send forms to:

Risk Management Department

tbell@mylusd.org

Phone: (310) 886-1600 x8053; cell (323)949-6031 (emergencies- death, fire, serious injury)

TYPES OF CLAIMS

- Automobile – Third & First Party (collision, theft, vandalism, etc.)
- Property – First Party (arson/fire, flood, theft, vandalism, etc.)
- After Hours – Keenan & Associates Emergency Hot Line # 310-375-8311

REPORTING TIMELINES

- Within 24 hours but not later than 2 days after discovery of the loss report to Risk Management. The Incident/Claim can be called in or a claim form can be emailed.
- For Crime Losses – must be reported within 5 days of discovery.
- Notify the police if a law may have been broken, i.e. arson.

CLAIM REPORTING FORMS

- First Party - Property, Crime, Electronic Data Processing or Equipment Breakdown (formerly Boiler & Machinery)
- First Party Auto - Form Kept in Each District Vehicle

PROPERTY COVERAGE TYPES

Property

Buildings and contents at replacement cost

Automobile

Physical Damage – Comprehensive & Collision – Actual Cash Value

Theft & Crime

Employee theft, forgery or alteration, inside the premises theft of money and securities, robbery or safe burglary of other property, outside the premises in the custody of a messenger, computer fraud, funds transfer fraud, money orders and counterfeit paper currency

Electronic Data Processing

Computers, laptops off premises

Equipment Breakdown

Audio equipment, lighting, machinery



DISTRICT PROPERTY INCIDENT/CLAIM FORM

SITE

CONTACT

Name: _____

Site Contact: _____

Address: _____

Title: _____

Phone: _____

Date of Loss: _____

Time: _____ a.m.
 p.m.

Site: _____

Building/Location: _____

Type of Loss: Fire Theft Lightning Hail Water Damage
Wind

Other (Explain) _____

Description of Loss & Damage: _____

Did You Take Pictures? _____ Of What? _____

Police or Fire Dept. to which reported _____

Report # _____

If Computer Loss, please complete the following:

Serial # _____ Id# _____

How old is computer/laptop? _____ Value _____

Completed by: _____ Date: _____