

Risk Management

Incident Checklist

IN THE EVENT OF PROPERTY DAMAGE:

PREVENT FURTHER DAMAGE (e.g. move items from water, move & secure items in another location)

PRESERVE EVIDENCE of cause of the loss and damaged items.

Ensure photos are taken and retained until Risk Management approval to discard is obtained.

REPORTING and CLAIM SUBMISSION REQUIREMENTS

Within 3 days of the discovery of the incident, submit the [Incident Report Form](#) to jquesenbe8@radford.edu

Late reporting may result in denial of coverage.

Within 3 months of the incident and/or as documents are obtained: you must submit this form and the Property Claim Packet with the pertinent documents listed below. Risk Management may modify these requirements for particular claims. Replacement expenditures of stolen items recovered by the police are not eligible for settlement.

DOCUMENTATION

Property Claim Packet - Damaged Property Spreadsheet should be used for repaired or replaced University-owned items. Submit the spreadsheet with the following documentation.

The following documentation is attached:	Yes	No	N/A
Copy of original University purchase documents for damaged items, if replacement involved, as well as photographs.			
Vendor Statement indicating: cause of the damage, description and photos of the physical damage, and that any item replaced could not be repaired and replacement is the most comparable available. <i>(proving your claim of damage and justifying amount spent was least amount possible)</i>			
Copy of invoices showing repair or replacement.			
Salvage value, if replacement is involved.			
Labor costs if repair work performed by RU employees			

The coverage reimburses the lesser of repair or replacement of covered property damaged by a covered incident, less the departmental/campus deductible. The coverage pays the full value of functionally similar (most comparable - NO upgrades or warranties) property.