

# RADFORD UNIVERSITY

## Risk Management

### Property Incident Report Form

*This form should be used to report potential or actual loss or damage to University-owned property to Risk Management. Incident should be reported within 3 days of occurrence.  
Upon review, Risk Management Officer will be in contact regarding additional information requests.*

#### Incident Overview

Street Address of Incident:	
Building Name:	
Exact location details, room #, etc:	
Department Head Name:	
Contact Name:	
Contact Phone #:	
Contact Email Address:	
Date & Approximate time of loss:	

#### Cause of Loss

(mark all that apply)

Lightning	<input type="checkbox"/>	Roof Leak	<input type="checkbox"/>	Theft or Vandalism	<input type="checkbox"/>
Wind	<input type="checkbox"/>	Pipe Leakage	<input type="checkbox"/>	Transit/During Shipment	<input type="checkbox"/>
Flood	<input type="checkbox"/>	Backup of Sewer/Drain	<input type="checkbox"/>	Vehicle	<input type="checkbox"/>
Hail	<input type="checkbox"/>	Underground Seepage	<input type="checkbox"/>	Utility Interruption	<input type="checkbox"/>
Cracking	<input type="checkbox"/>	Release or Contamination	<input type="checkbox"/>	Electrical Failure/Disturbance	<input type="checkbox"/>
Freezing	<input type="checkbox"/>	Mechanical Breakdown	<input type="checkbox"/>	Spoilage	<input type="checkbox"/>
Tornado	<input type="checkbox"/>	Escaped Fluids	<input type="checkbox"/>	Explosion	<input type="checkbox"/>

**Other** (provide explanation):

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Describe the property lost/damaged and the causation in detail:

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Estimate Dollar Value of the Loss, if currently unknown mark as TBD.  
*Approximate value to repair and/or replace damaged property with like kind and quality.*

Comments:

List all witness names and contact information (including contractors or employees near the location):

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**Please answer the following questions:**

**Yes No N/A**

Were measures taken to protect the property from further damage? How?

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Comments

Can the damaged property be salvaged in any way to minimize the ultimate loss?

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Comments

Was Facilities contacted to inspect and repair the loss? If not, who?

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Comments

Did the police, fire or other agency/utility respond to the loss event?

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Agency Name & Contact:

Was a police, fire or other agency report filed? If yes, please provide a copy.

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Was there an outside (non-RU employee) party(s) responsible for the loss?

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If so, provide name and address, describe in detail how party is potentially responsible:

Is there a contract with the responsible party? If so, provide copy of the contract.

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Was any of the University's proprietary/confidential data or other protected personal information lost or compromised in this event?

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If yes, provide details of loss and/or equipment where data was stored:

Was IT contacted regarding loss of data? Contact name:

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