College policy requires that this report be filed within 24 hours of loss. This report must be completed in its entirety and emailed to Risk.Management@Dartmouth.edu. **Claims not submitted within 90 days of the loss become the financial responsibility of the department.** Omission of information could result in a delay of benefits. Deductible applies to all losses.

Department: Contact person:

Phone #: E-mail:

Date of Loss: Time: am / pm

Location:

Nature of Loss: Fire / Wind / Water / Collapse / Theft / Vandalism / Other

Description of loss:

Damage Sustained:

Repair estimate:

Contractor:

EQUIPMENT LOSS

Year: Brand: Model #: Serial #:

Damage: Repair Estimate:

Year: Brand: Model #: Serial #:

Damage: Repair Estimate:

Year: Brand: Model #: Serial #:

Damage: Repair Estimate:

RESPONDING LAW ENFORCEMENT AGENCY:

Safety & Security Notified? Yes / No Officer:

Police? Yes / No Department: Officer:

Address: Phone:

Photos taken? Yes / No By Whom?

ADDITIONAL COMMENTS

Reporting individual’s signature: Date:

Supervisor’s signature: Date: