



Orange County Department of Education  
**Property Damage Report Form**

Please return the completed form to Risk Management or fax to 714-549-4812.

Reported By \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Did the police, fire or other agency/utility respond to the loss event? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Cause of Loss (Check all that apply)**

<b>Fire and/or Smoke</b>	<b>Lightning</b>	<b>Wind</b>	<b>Earth Movement</b>	<b>Explosion</b>	<b>Flood</b>
<b>Hazardous Materials</b>	<b>Roof Leakage</b>	<b>Pipe Leakage</b>	<b>Sewers/Drains Backup</b>	<b>Theft</b>	<b>Other</b>

Description of the Property: \_\_\_\_\_

Description of the damage (if possible, please include photographs): \_\_\_\_\_

Description of how the incident occurred: \_\_\_\_\_

Was there an outside, non-OCDE party(s) responsible for the damage? If so, provide name and address, describe in detail how party is potentially responsible: \_\_\_\_\_

Report submitted by: \_\_\_\_\_ Date: \_\_\_\_\_