



Board of Trustees
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District Administration
Donna Becnel, *Superintendent*
Tom Hoskins, *Director HR & LCAP*
Mike McCarthy, *Chief Operations Officer*

**Report of Loss or Damage to District Property
Or Non-Employee Personal Injury**

If an incident occurs in which damage to property or personal injury is involved, please immediately notify the District Office. Complete this report in its entirety and send to the district office within two days of the incident. District office staff will report to the district's insurance company if appropriate.

Name of School: _____ Report Date: _____
 Original or Amended

Nature of Occurrence: **Check all that apply:**
 Fire Vandalism Break-in Theft _____
If other: Describe _____

Date of Occurrence and Probable Time: _____
Date & Time Discovered: _____
Rooms or areas involved: _____

Was anyone injured? No Yes: **CONTACT THE DISTRICT OFFICE IMMEDIATELY**
If Yes: Name of Injured: _____ Phone No.: _____
Address: _____

Briefly describe occurrence/damage: _____

Authority Notified: Fire Dept. Sheriff's Dept. Clearlake Police Dept.
Date and Time Notified: _____
Name of Investigating Officer: _____ Report #: _____
Other agency(ies) involved (PG&E, etc.): _____
District Maintenance Staff involved in clean up or repair? _____
Were an items stolen, destroyed or damaged? No Yes: **See Directions Below**
Site Administrator's Signature: _____

Directions:
If any items are stolen, destroyed or damaged, please list them on the back of this report form. Use additional sheets if necessary. The items must also be contained in the Sheriff's or Police Department's report in order to be replaced through the district's insurance (you may give them a copy of this report). If you discover that additional items were stolen, destroyed or damaged after the initial report is filed, please file an amended report with the property authority and send a copy of the amended report to the district office. Purchase order requisitions for replacement items must be filed with the district office within 60 days of the date of the occurrence.

