

Property Damage Report

Administrative Policy 2-10
INTERNAL USE ONLY

Please submit your report to the City's Risk Manager by e-mail: risk@orcity.org

Incident reported by <i>(name and relationship to property or incident site):</i>		Date & time incident first reported to City:	
Work address:		Incident response by: <i>(employee name/division/phone number):</i>	
Incident location:	Home phone:	Work phone:	Photos taken: Yes _____ No _____
Describe the situation and how the incident occurred: 			
Describe action taken: 			
Describe the damage that occurred in this incident: 			
Describe work done by City crews on this incident: 			
Name of the division supervisor or other employees who investigated this claim:		Submitted by:	
		Date E-mailed to Risk Manager:	