

Property Damage Report

Administrative Policy 2-10

INTERNAL USE ONLY

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

Incident reported by (name and relationship to property or incident site):		Date & time incident first reported to City:	
Work address:		Incident response by: (employee name/division/phone number):	
Incident location:	Home phone:	Work phone:	Photos taken: Yes <input type="checkbox"/> No <input type="checkbox"/>
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:	