



PROPERTY LOSS CLAIM PROCEDURE (RSK-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for reporting property loss or damage, submitting insurance claims as appropriate and restoring the loss or rectifying the damage.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Safety and Health Director

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

Signature

Date

- 4.1 Facility Administrator: Principal/Building Supervisor
- 4.2 Safety and Health: The department that handles the process by which the school system identifies and controls property and financial loss.
- 4.3 Property Control Officer
- 4.4 TPA: Third Party Claims Administrator

5.0 PROCEDURE:

- 5.1 Any CMCSS employee that becomes aware of property loss or damage will report such to the facility administrator. Appropriate steps will be taken to minimize further loss or damage and protect the safety of individuals.
- 5.2 The facility administrator or designee will notify the Safety and Health Director and the Property Control Officer within 5 days of the loss.
- 5.3 The Safety and Health Director will notify the appropriate departments or agencies to ascertain damages.
- 5.4 If the estimated amount of loss or damage exceeds any applicable self-insured retention, the Safety and Health Director will notify the TPA for CMCSS and forward any pertinent information.
- 5.5 The Safety and Health Director will notify the facility administrator with any instructions received from the TPA, if damages are considered to be such as can be resolved onsite.
- 5.6 The Safety and Health Director will authorize any necessary purchase orders to resolve the claim, including the use of the appropriate budgetary account codes. Refer to [PUR-P002](#).
- 5.7 The Safety and Health Director will follow the claim to its resolution including receipt of payment.



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6.0 ASSOCIATED DOCUMENTS:

6.1 Purchase Order Procedure [PUR-P002](#)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Insurance Claim	Safety and Health Department Office	Seven Years	Recycled	Secured Building

8.0 REVISION HISTORY:

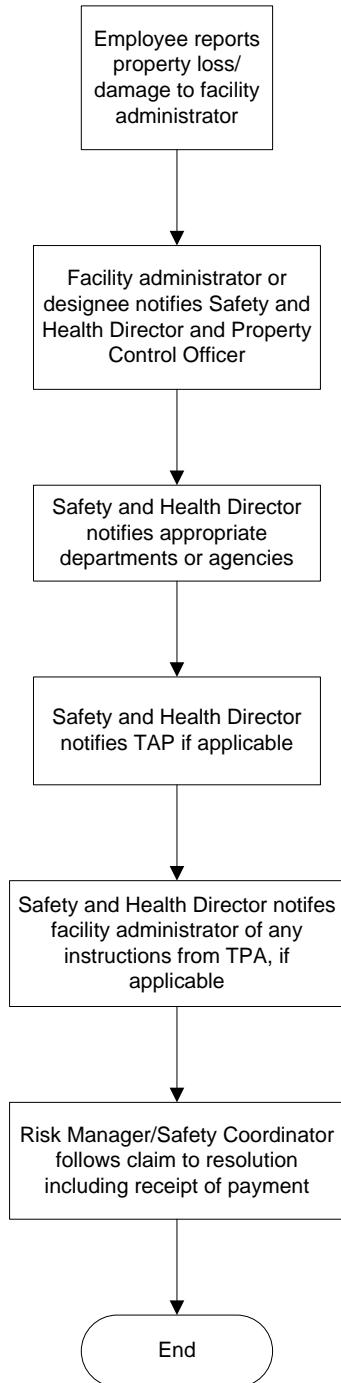
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/13/03		Initial Release
9/17/03	A	Rewrite procedure to be placed under the supervision of Operations, change name of RSK-F001 in 6.0, update flowchart
10/04/05	B	Change Responsibility title and Approval Authority, remove RSK-F001 from 5.4 and under 6.0, update flowchart
6/11/09	C	Update employee titles, add 4.3 and add TPC throughout procedure, add self-insured in 5.4, change storage information in 7.0, revise flowchart
4/6/11	D	Added clarification to 4.2
12/13/16		Updated Safety and Health Department name.
1/26/17	E	Added 4.3 to definition section. Updated 5.2.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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*** End of procedure ***