



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 Risk Manager/Safety Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

Signature

Date

- 4.1 Facility Administrator: Principal/Building Supervisor
- 4.2 Risk Management: The department that handles the process by which the school system identifies and controls property and financial loss.
- 4.3 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 Risk Manager/Safety Coordinator.
- 5.3 The Risk Manager/Safety Coordinator 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 Risk Manager/Safety Coordinator will notify the TPA for CMCSS and forward any pertinent information.
- 5.5 The Risk Manager/Safety Coordinator 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 Risk Manager/Safety Coordinator 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 Risk Manager/Safety Coordinator will follow the claim to its resolution including receipt of payment.

6.0 ASSOCIATED DOCUMENTS:

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



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7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|--|------------------|--------------------|-------------------|
| Insurance Claim | Risk Management/Safety 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 |

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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