



University Property Damage Incident Report

Personal Information

Name and Department: Name Department

Address: Street Address Apartment/Unit # City Province Postal Code

Email: Phone: :

\*PLEASE ATTACH PICTURES OF INCIDENT DAMAGE TO FORM\*

Damage to University's Physical Property

Location of Incident (Building): Room:

Address:

Time am/pm: Date (d/m/y):

Description of property:

Description of damage:

Estimate of loss: \$

\*NOTE THAT THE UNIVERSITY'S PROPERTY POLICY APPLIES ONLY TO DAMAGE TO OR LOSS OF UNIVERSITY PROPERTY.

## Injuries

**All injuries must be reported to Environmental Health and Safety.**

<http://www.safety.queensu.ca/incident.htm>

## Police Investigation

Did you call Campus  
Security? \_\_\_\_\_

Did You Call Kingston  
City Police? \_\_\_\_\_

Officer's Badge #: \_\_\_\_\_

Incident Number: \_\_\_\_\_  
(if applicable)

**\*PLEASE PROVIDE COPY OF POLICE REPORT (if applicable)**

## Additional Information of Incident

**\*NOTE THAT THE UNIVERSITY'S PROPERTY POLICY APPLIES ONLY TO DAMAGE TO OR LOSS OF UNIVERSITY PROPERTY.**

## Signature

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Print, Sign an Email this form to Bryan McGann, Insurance & Risk Manager**

Email: [insurance@queensu.ca](mailto:insurance@queensu.ca)

Mail: Risk and Safety Services, Richardson Hall Suite 152

Phone: 613-533-2005

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