



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.

<https://www.queensu.ca/risk/safety/report-incident>

Police Investigation

Did you call Campus Security?

(select) _____

Did You Call Kingston City Police?

(select) _____

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

Mail: Risk and Safety Services, 355 King Street West (1st Floor West Wing)

Phone: 613-533-2005

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