

PROPERTY& LIABILITY CLAIMS FORM

Report claims **IMMEDIATELY** to:

Palomar Community College District: Risk Management DepartmentAttn: Derrick JohnsonVictoria de la Torre1140 West Mission RoadSan Marcos, CA 92069Phone: (760) 744-1150 Ext. 3677
(760) 744-1150 Ext. 2122Email: djohnson1@palomar.edu; mdelatorre@palomar.edu

TYPES OF CLAIMS

- Third Party Liability
- Automobile Third & First Party
- Property First Party
- DFEH and/or EEOC Complaints
- Potential Claims serious injuries/fatalities
- Lawsuits

REPORTING TIMELINES

- As soon as possible, but not later than 30 days after discovery of the loss. They can be called in or email the appropriate claim form.
- For Crime Losses must be reported within 60 days of discovery.
- Notify the police if a law may have been broken, i.e. arson.

LIABILITY CLAIM FORM

- TO: Derrick Johnson, EH&S Manager M. Victoria de la Torre, Risk Management Analyst Palomar College 1140 West Mission Road, San Marcos, CA 92069
 - 1. Claims for death, injury to person, or to personal property must be filed not later than six (6) months after the occurrence (Govt. Code, Section 911.2)
 - 2. Claims for damages to real property or breach of contract must be filed not later than one year after the occurrence (Govt. Code, Section 911.2)

Name of Claimant	DOB	Phone No.
Address	City	Zip
WHEN did damage or injury occur?		
WHERE did damage or injury occur?		
HOW and under what circumstances did damage of	or injury occur?	

WHAT particular action by the District or its employees caused the alleged damage or injury: (Include names of employees, if known)

WHAT sum do you claim: Include the estimated amount of any prospective loss insofar as it may be known at the time of the presentation of this claim, together with the basis of computation of the amount claimed; attach estimates or invoices, if possible. (If amount claimed exceeds \$10,000, no dollar amount shall be stated).

	\$ \$
Total Amount Claim	
If total amount claimed exceeds \$10,000, is this a Limited Civil case?	les No
NAMES and addresses of witnesses, doctors and hospitals:	

DATE:

Signature of Claimant

NOTICE: Section 72 of the California Penal Code provides: "Every person who with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or imprisonment."

PROPERTY CLAIM FORM

DISTRICT

CONTACT

Name:Palomar College, EH&SAddress:1140 West Mission RoadSan Marcos, CA 92069	Name: <u>M. Victoria de la Torre</u> Title: <u>Risk Management Analyst</u> Phone: <u>760/744-1150 x2122</u>	
Date of Loss:	Time: a.m. or	<u>p.m.</u>
LOSS LOCATION		
Site Name:	Site Contact:	
Address:	Phone:	
	htning □ Hail □ Flood □ Wind □	
Police or Fire Dept. to which reported		
Report #		
Completed by:	Date:	