



# ***PROPERTY & LIABILITY CLAIMS FORM***

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Report claims ***IMMEDIATELY*** to:

**Palomar Community College District:** Risk Management Department

**Attn: Derrick Johnson**

**Victoria de la Torre**

1140 West Mission Road

San Marcos, CA 92069

Phone: (760) 744-1150 Ext. 3677

(760) 744-1150 Ext. 2122

Email: [djohnson1@palomar.edu](mailto:djohnson1@palomar.edu) ; [mdelatorre@palomar.edu](mailto: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.



**PROPERTY CLAIM FORM**

**DISTRICT**

Name: Palomar College, EH&S  
Address: 1140 West Mission Road  
San Marcos, CA 92069

Date of Loss: \_\_\_\_\_

**CONTACT**

Name: M. Victoria de la Torre  
Title: Risk Management Analyst  
Phone: 760/744-1150 x2122

Time: \_\_\_\_\_ a.m. or \_\_\_\_\_ p.m.

**LOSS LOCATION**

Site Name: \_\_\_\_\_

Site Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Loss: Fire  Theft  Lightning  Hail  Flood  Wind

Other  (Explain) \_\_\_\_\_

Description of Loss & Damage: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Police or Fire Dept. to which reported \_\_\_\_\_

Report # \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_