Property Damage Flow Chart

The involved employee contacts their supervisor and the supervisor will contact the police.

The supervisor takes pictures of the damage, immediately fills out Form UM-69, attaches pictures to the form, and sends this to their Department Representative.

Department Representatives:
Energy Management – Marsha Root
Facility Operations – Holly Bush
Landscape Services – LeAnn Lake
Planning, Design & Construction – Donna Kasper

The Department Representative sends a copy of the received Form 69 to the Department Director and the original document to the CF Safety Coordinator.

The supervisor will go obtain an estimate for the damage that occurred to the university property, and then send this information to the CF Safety Coordinator, who will in turn forward it to Claims Management.

The CF Safety Coordinator keeps a copy for their files and places another in the involved employee's personnel file. The CF Safety Coordinator then sends the original Form UM-69 to Jahmekya Hanson and requests a police report (if applicable).

The CF Safety Coordinator receives the police investigation form and sends copies to the Department Representative and the Department Director.

Jahmekya Hanson sends original Form UM-69 to Claims

Once Claims Management receives accident report Form UM-69, all communication now goes from Claims Management through the CF Safety Coordinator.