



Glass Claim Incident Reporting Procedure

Steps:

- 1.) Incident happens. The employee/student/visitor notifies Campus Police at the non-emergency number: (504) 671-6112.
- 2.) Campus Police completes an incident report and forwards it to the Safety and Risk Manager along with photos, witness statements and any pertinent information.
- 3.) The Safety and Risk Manager reviews the information and contacts the employee/student/visitor and witnesses, as deemed necessary.
- 4.) The Safety and Risk Manager provides the employee/student/visitor with the preferred providers to make the necessary glass repairs.
- 5.) Upon repair, Delgado Community College is billed directly and payment is issued through the College's Accounts Payable Office.
- 6.) The claim records are maintained in the Office of Safety and Risk Management.