

## **Property Claim Instructions**

All sudden and accidental losses or damage to Virginia Tech property should be reported immediately. Typical losses include theft, vandalism, water damage, wind damage, floods, lightning damage, etc.

Please report to:

- Virginia Tech Police - Emergency – 911; Non-Emergency – 540-382-4343
- Virginia Tech Facilities – 540-231-4300
- Virginia Tech Office of Risk Management – 540-231-7439

Loss mitigation is a vital part of the property claims process. Protecting people, evacuating areas and accounting for everyone should be the first priority in case of an emergency. Virginia Tech assets should also be protected by covering or removing items from a damaged area especially during a flood. Mitigating losses and protecting assets can reduce insurance claim costs for the University.