



Post Accident Response Training (P.A.R.T.) Property Accident

Description	Yes	No	Comments
<ul style="list-style-type: none"> • Report claim within 24 hours to Cavignac & Associates 619-234-6848 • Call emergency restoration company, either 1-800-Servepro or ServiceMaster • Notify authorities 			
<ul style="list-style-type: none"> • Protect property from further damage • Preserve all evidence 			
<ul style="list-style-type: none"> • Take immediate stock of damage and separate damaged property from undamaged • Take pictures and video of accident scene as soon as possible 			
Secure job safety analysis or site inspection report of facility.			
<ul style="list-style-type: none"> • Describe property damage or injuries • Keep accurate record of all expenses 			
<ul style="list-style-type: none"> • Identify all witness and take their statements with provided form • Conduct detailed investigation per your IIPP 			
Locate all purchase records to document values.			
Utilize the Safety Consequence Program.			
DO NOT discuss or give statements to anyone other than your agent or insurance carrier.			
DO NOT offer to pay for work, repairs, or replacement of items for tenants – in other words, for tenants’ business personal property or tenant improvements, which you would not be responsible for in a rental agreement. Refer tenants to their own insurance companies for coverage of these items.			

Additional Comments
