

**TOWN OF NEEDHAM
FIRST NOTICE OF INCIDENT
DEPARTMENT USE ONLY**

Date: _____

Incident Date: _____

Type of claim (check one):

- General Liability:** Injuries to the general public or damage to the property of others except vehicles.
 Property Loss: Damage or loss of Town-owned property except vehicles.
 Automobile Loss: Damage to Town owned vehicles, damage to vehicles owned by others, or injuries resulting from vehicle related incident.

Location of Incident: _____

Description of Incident: _____

Name, address, & telephone number of person or entity involved in the incident with the Town:

Department and name of employee(s) involved: _____

Department, name, and telephone number of person filing this report:

Name and telephone number(s) of the town employee(s) who the insurance company can speak with for additional information:

If town vehicle was involved in incident, please provide year, make, model and the last six digits of the VIN, and the unit number:

Has the insurance company been notified of the incident? YES NO

If yes, who was contacted: _____

**Please submit this notice to the School Business Office immediately
Attention Anne Gulati, Director of Financial Operations
School Administration Building, 1330 Highland Avenue, Needham Massachusetts 02492**

Follow up this report with any and all supporting information including, but not limited to: Loss Notice Form, Police or Fire report, accident report, memos or correspondences related to incident, estimates and invoices, notes from a phone conversation or e-mail.

Questions regarding this form can be directed to:

Anne Gulati at 781-455-0400 x 206 or via e-mail: anne_gulati@needham.k12.ma.us