Damage Assessment Reporting

Quickly and safely report storm-related damages to aid University emergency response and recovery.

How to Report Damage

Email:

To: reportdamage@fau.edu

Subject Line: Storm Damage Report – [Building/Location]

Include:

1. Location (Building name, room number, outdoor area)
2. Description of damage
3. Labeled photos
4. Contact information
5. Completed damage assessment forms → Damage Assessment and Reporting | Florida Atlantic University

- *All completed damage assessment forms and labeled photos should be emailed to **reportdamage@fau.edu**.*
- *Ensure all items are clearly documented and submitted in a timely manner to help expedite the recovery process.*
- *It is advisable for units to track key resources, equipment, and supplies, or maintain easily accessible invoices to determine costs. Purchases can also be monitored through the Purchasing Department.*

For urgent safety hazards, please contact – FAPD (561) 297-3500

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