

NKU Notice of Loss Procedures

1. In the event of a loss:

- a) Notify police if a law may have been broken.
- b) Notify Operations and Maintenance so they may assess the damage and assist in obtaining replacement quotes/repair estimates.
- c) Confirm the loss is greater than the deductible (Please see chart below of deductible amounts).
- d) Give Procurement Services immediate notice of the loss or damage so they may notify the state. Include brief description of property involved.
- e) As soon as possible provide Procurement Services a description of how, when and where the loss or damage occurred (Provide police report if law is broken).
- f) As the claim investigation develops send pictures of damage/loss whenever possible.
- g) Take all reasonable steps to protect the Covered Property from further damage by a Covered Cause of Loss. If feasible, set the damaged property aside and in the best possible order for examination. Also keep a record of your expenses for emergency and temporary repairs, for consideration in the settlement of the claim. This will not increase the Limit of Insurance.
- h) Provide repair estimates or replacement quotes from a vendor. The replacement quote must be for the same model if possible, if not then the quote must be for similar kind and quality.
- i) If there are any items that are currently working, but you have reason to believe there could be problem with them in the future as a result of the incident, provide the NKU Asset Tag numbers, location and a detailed description of the item and the reason there may be a future problem.
- j) Information regarding any extra expense that may be incurred as a result of the incident (lease equipment, relocate offices, etc.).

<u>Type of Claim</u>	<u>Deductible Amount</u>
Building/Contents	\$ 1,000
Inland Marine (including laptops)	\$ 250
Inland Marine Laptop (theft only)	\$ 1,000
Telephone Systems	\$ 1,000
EDP Computer Equipment	\$ 1,000

2. Do not:

- a. Don't state the cause of the incident. Until all the circumstances surrounding the incident and resulting property damage have been researched, the actual cause may not be known. Therefore, when talking to anyone about the incident don't state the cause of the incident.
- b. Don't remove or repair damaged items. Unless it is necessary to minimize loss or prevent further damage. Items should not be removed from the incident scene or repaired until after the initial inspections by Risk Management or Adjuster are complete.
- c. Don't discard damaged equipment. It may be necessary to inspect specific equipment items as part of the claims settlement process. Therefore, equipment damaged beyond repair should not be discarded before the claims process is complete. Before discarding any University equipment, contact Inventory Control for appropriate procedures to follow.

THE UNIVERSITY DOES NOT INSURE PERSONAL PROPERTY OF STUDENTS, FACULTY, OR STAFF