Property Insurance

Coverage and Claims Process Review

Business Managers Meeting

November 18, 2025

Department Mission

Our mission is to assist the University to thoughtfully, **proactively** and **collaboratively** evaluate and manage risks, in order to leverage opportunities and mitigate adverse effects.

Major Responsibilities

Risk Identification, Analysis & Management

Risk Financing & Insurance

Claims Administration

Risk Treatment, Control and Mitigation

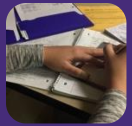
Risk Financing & Insurance

Property


Buildings and Contents


Boilers, Machinery, and Equipment


Fine Art, Archives, Reference Books, etc.


Crime and Theft


Auto Physical Damage

Workers Compensation


Medical Benefits


Indemnity Benefits (Loss Time)


Employers Liability

Liability


Bodily Injury


Property Damage


Breach (Cyber)


Wrongful Acts (Termination)


Omission, Acts, Misstatements, Errors


Breach of Duties

Specialty, Accident & Travel


Travel Accident


International Travel Assistance Services


Special Event

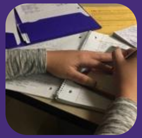
Risk Financing & Insurance

Property

Buildings and Contents

Boilers, Machinery, and Equipment

Fine Art, Archives, Reference Books, etc.



Crime and Theft

Auto Physical Damage

FY26 Property Insurance Structure

FEMA Public Assistance – Major Declared Disaster

Policy Limit $125,000,000 ($225,000,000 AOP)
Sub-limits Apply

Windstorm and Hail 2% of Damaged Buildings

Deductible $500,000* (per occurrence)

Departmental Deductible $1,000

The deductible may be reimbursable by FEMA for Major Declared Disasters

Covered Property

Real property (buildings) and business personal property (contents, equipment, research) located at an insured location or within 1,000 feet thereof or while in transit.

Property Excluded*:
- Currency, money, precious metal in bullion form, notes, or securities;
- Land, water or any other substance in or on land;
- Animals except for research, standing timber, growing crops;
- Watercraft, aircraft, spacecraft, and satellites;

*Additional exclusions apply subject to policy terms and conditions.

Examples of covered property:
- Buildings, Sheds, Fencing, Signs, Contents, Equipment

lsu.edu/riskmgt/insurances/property-insurance.php

Covered Loses

Covered Perils: Risks of direct physical loss or physical damage, except as excluded.

Excluded Perils*:
- Insect, animal or vermin damage
- Faulty workmanship, material, construction or design from any cause
- Deterioration, depletion, rust, corrosion or erosion, wear and tear, inherent vice or latent defect
- Settling, cracking, shrinking, bulging, or expansion of foundations, floors, pavements, walls, ceilings and roofs
- Changes of temperature damage or changes in relative humidity

*Additional exclusions apply subject to policy terms and conditions.

Examples of covered loss:
- Fire, Wind, Water damage, Tornado, Flood, Burglary, Lightning

Claims Administration

Examples of Reportable Losses

Water intrusion affecting contents or equipment

Theft or vandalism

Fire, smoke, or soot damage

Equipment breakdowns

Wind or hail damage

Damage to Art or Historical Contents

Initial Loss Response

- Ensure safety of students, faculty and staff, visitors, and responders
- Call LSU Police for emergencies at 225 578 3231
- Call Facilities Services for facility emergencies at 225 578 3186
- Use LSU disaster response vendor or obtain approval for alternatives
- Document damage with photos and videos
- Do not discard damaged property until approved

Property Loss Claims Process

LSU

Step 1	• Reporting a Loss
Step 2	• Repairs & Replacement
Step 3	• Reimbursement

Risk Management Claim Reporting

lsu.edu/riskmgt

225-578-3283

Webform

- Property Insurance
- General Liability
- Auto Accidents
- and more

Hotline

- Workers Compensation
- International Travel

Step 1 – Reporting a Loss

Property Claim Reporting and Claims Process

Overview

This reporting form and process apply to all insured property losses, including building damage, contents, equipment, fine art, and equipment breakdown. When in doubt, report the loss. Risk Management will help determine the next steps.

Who Should Use This Process

This guidance is intended for department business managers, building coordinators, unit leaders, and any employee who is responsible for reporting property losses, coordinating repairs, managing departmental assets, or submitting claim documentation.

Departments are expected to follow these guidelines and timelines to ensure the university can maximize reimbursement, comply with policy requirements, and meet insurance conditions.

Property Claim Reporting Form

<u>**Coverage Types**</u>

- Buildings & University Property
- Equipment Breakdown
- Specialty Equipment
- Fine Arts

Property Claim Reporting Form

Use this report to damage to University buildings, contents, art, and equipment as soon as reasonably possible to ensure a swift response from Risk Management staff. Contact Risk Management directly a if a loss is an emergency or repair cost is expected to exceed $25,000, at 225-578-3283. (do not delay in submitting a claim if the information is incomplete, as missing information can be provided later). For more information on the claims process, visit our Property Claim Reporting Webpage.

Department Information

Department Name

Please enter the department from which this claim was filed.

Department Cost Center *

Department Program Account *

Department Contact *

Please enter the first and last name of the person filing the claim.

Department Contact E-mail *

Who should file a claim?

Occurrence/Loss (Non-Auxiliary)

i.e. Flash Flooding

Contents Damaged	Building Damage
↓	↓
Department(s)	Facility Services

Both Submit Claim Reports

- Losses >$5,000, must be reported within five business days.
- Losses expected to exceed $25,000, must be reported immediately by calling 225-578-3283 in addition to submitting the online form.

Step 1 - Reporting a Loss

- ✓ Multiple buildings or locations, if one event damages multiple buildings or locations, a claim must be submitted for each location.
- ✓ Should submit available information and update as needed.
- ✓ Loss description information, including the apparent cause of loss, such as fire, theft, hail, flood, wind, water damage, or vandalism, and a narrative describing how the loss occurred.
- ✓ Supporting materials, such as photographs, videos, inventories, and related documentation.
- ✓ Estimated cost

Step 2 - Coordinating Repairs or Replacement

LSU

- ✓ Provide a plan of action, departments must submit a repair or replacement plan within thirty days of the loss. Extensions may be approved by Risk Management.
- ✓ Provide updates, departments must share progress updates as requested.
- ✓ Like kind and quality, repairs and replacements must be made with like kind and quality unless otherwise approved.
- ✓ Pre approval recommended, Risk Management and Sedgwick can review estimates or proposals before work begins to confirm eligible reimbursement.
- ✓ Detailed vendor documentation, vendors must provide complete descriptions of all work performed.

Step 2 - Coordinating Repairs or Replacement

- ✓ Upgrades, when departments choose to upgrade beyond like kind and quality, they are responsible for the cost difference.
- ✓ Loss prevention improvements, improvements that reduce the likelihood of future losses, are not reimbursable as part of the claim.
- ✓ During FEMA declared disasters, Sponsored Program Accounting will coordinate associated grant and cost tracking requirements.

Step 3 – Submit Documentation for Reimbursement

- ✓ Submit documentation, once the loss is confirmed as covered, departments may submit all claim related expenses and supporting documentation.
- ✓ Processing time, Risk Management reimburses departments within forty five days of receiving a complete claim submission.
- ✓ Reimbursement to departments, approved reimbursements are made to departments only. Payments are not issued directly to vendors.
- ✓ Multiple departments, each department must submit its own documentation. Facility Services submits documentation for building damage for non auxiliary units.

Step 3 – Submit Documentation for Reimbursement

- ✓ Tracking expenses, departments may establish a Project Fund if needed. Departments are responsible for any costs not approved as reimbursable.
- ✓ Submission deadlines, all documentation must be submitted within one hundred eighty days from the date of loss. Extensions may be granted up to three hundred sixty days for non-capital expenses.
- ✓ No cash settlements, departments are reimbursed only for actual costs incurred and only when repairs or replacements are completed.
- ✓ Deductible, each loss is subject to a $1,000 departmental deductible.

Required Documentation

- Repairs

  Invoices with itemized charges and descriptions of work performed

  Receipts, expense reports, purchase orders, and supporting documents

  Solicitations, estimates, and purchase orders

- Equipment, Contents, and Fine Art

  Itemized invoices with Workday invoice numbers or PDFs

  Complete inventory using Risk Management’s contents tracking sheet

  Vendor solicitations, estimates, and purchase orders

- University Labor

  Documented hourly labor with names, roles, dates, hours, work orders, and descriptions

  Facility Services labor documentation with detailed scopes of work

  University labor should not be charged to a Project account

Business Interruption and Extra Expenses

- Departments may be eligible for Business Interruption coverage if total university loss expenses exceed $500,000, except for hurricanes, at which time a threshold will be calculated based on physical damage losses. Risk Management will determine whether revenue was lost or additional costs were incurred because operations were suspended due to a covered loss.
- Departments must track and document all extra expenses, such as temporary leases, storage, utilities, and expediting costs.

Claims Administration

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- All property claims are adjusted by Sedgwick, the university's third-party claims administrator, in addition to ORM. Sedgwick may request information, conduct inspections, or review documentation during the claim.

  Matthew Kimmey
  Sedgwick Property Claims Adjuster
  Email: Matthew.Kimmey@sedgwick.com

- Departments must respond promptly to requests from Sedgwick to avoid delays.
- Claims are adjusted in accordance with the terms and conditions of the corresponding insurance policy.

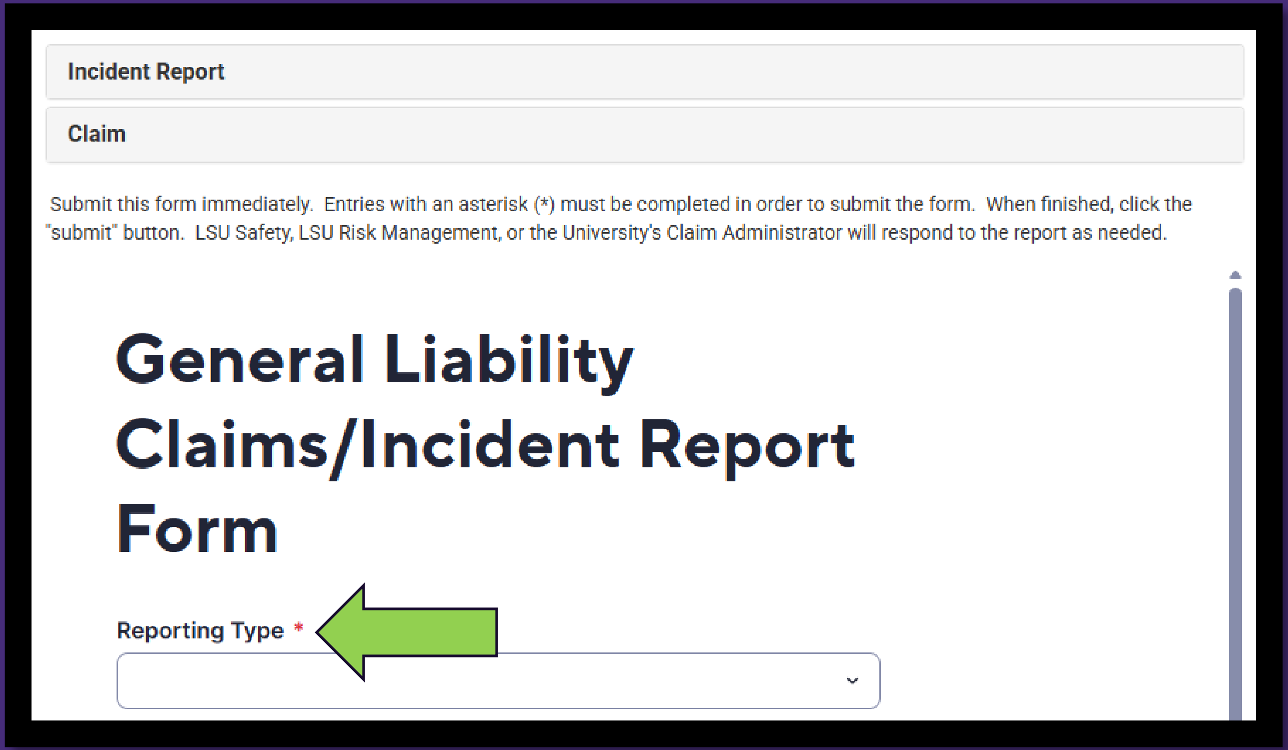
Loss or Theft of Personal Property

The university assumes no liability for the loss or theft of personal property belonging to students, employees, or visitors.

Property Loss Claims Process

Step 1	• Reporting a Loss
Step 2	• Repairs & Replacement
Step 3	• Reimbursement

General Liability Insurance- Claim Reporting


Incident Report

Claim

Submit this form immediately. Entries with an asterisk (*) must be completed in order to submit the form. When finished, click the "submit" button. LSU Safety, LSU Risk Management, or the University's Claim Administrator will respond to the report as needed.

General Liability Claims/Incident Report Form

Reporting Type *

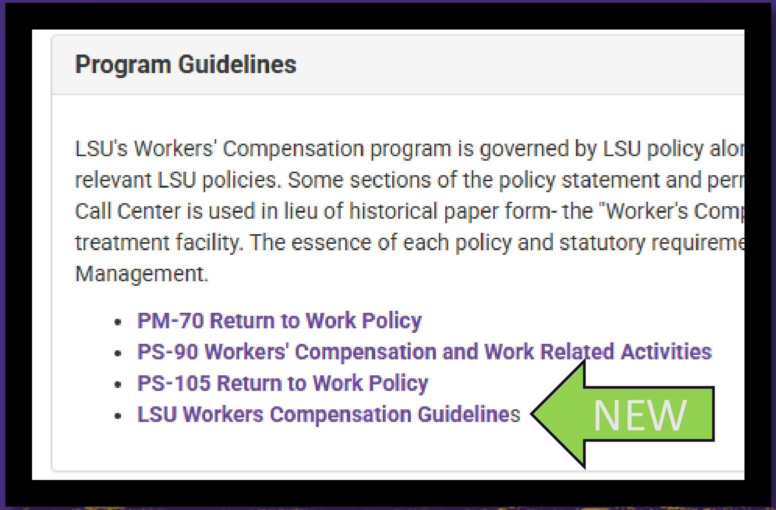
Coverage Types

- 3rd party property loss
- 3rd party bodily loss
- Res Life student
- Motor vehicle collision

Reporting Form Details

- Report Only vs. Claim
- Date of Loss
- Name of Claimant
- Claimant Contact
- Photos, Police Report

Workers' Compensation Insurance- Claim Reporting


Program Guidelines

LSU's Workers' Compensation program is governed by LSU policy alor
relevant LSU policies. Some sections of the policy statement and perr
Call Center is used in lieu of historical paper form- the "Worker's Comp
treatment facility. The essence of each policy and statutory requireme
Management.

- PM-70 Return to Work Policy
- PS-90 Workers' Compensation and Work Related Activities
- PS-105 Return to Work Policy
- LSU Workers Compensation Guidelines

NEW

Coverage Types

- Medical Expense
- Indemnity
- Allocated Expenses

Employee Injury Call Center Steps

1. Triage Process
2. Gather Employee Personal History/Background
3. Gather Claim Details

Questions

Thank You

riskmanagement@lsu.edu