CLASS OBJECTIVES:

• Overview of property insurance policies and deductibles.

• Review the importance of maintaining and completing accurate inventories for insurance purposes.

• Discuss the importance of location codes.

• Review the process of filing a claim.
TYPES OF INSURANCE

- State Fire & Tornado deductible is $15,000. (state-owned bldg. & property)

- Inland Marine deductible is $2,500 for off campus and outside campus equipment & $5,000 for non-owned bldgs.

- Boiler & Machinery deductible is $5,000 (covers boilers, pressurized vessels, electrical and electronic machinery)

- Flood coverage is limited to specific buildings.

- Departments are responsible for first $1500 of each loss.
IMPORTANCE OF INVENTORY SHEETS:

• When a loss occurs, you may be asked to provide documentation showing that the item/items are listed on your inventory sheets.

• Claims can be denied if we do not have an accurate inventory listing.

• Not having an accurate inventory could create a substantial financial loss to the department and to the University.
IMPORTANCE OF INVENTORY CODES:

• UND Risk Management receives a monthly report of additions, retirements, and adjustments from Asset Management. How the item is coded determines which policy it will be insured on.

• If this information is not accurate, a claim could be denied.
INVENTORY GUIDELINES:

- Items that are used and stored inside the building should be coded to the building. These items are insured on the State Fire and Tornado Fund policy.

- Items that are used outside ON campus and stored outside should be coded OnAreaCampus. Outdoor equipment must have location code of “OnAreaCam” not under a building location. Items used Off Campus permanently or primarily (over 50%) should be coded OffCampus.

- Items coded OnAreaCampus or OffCampus are insured on the Inland Marine Policy. The policy provides coverage while the item is anywhere in the world up to the reported value, including transit. If an item is being taken off campus permanently or overseas but is not coded Off Campus or OnAreaCam, you must contact UND Risk Management to get it insured with the Inland Marine carrier.
INVENTORY GUIDELINES:

• If an item that is *not intended to be used within, to maintain, or service* the building or structure on its premises *is gone from campus more than 7 consecutive days*, State Fire & Tornado Fund will not cover it. If the item is going to primarily be off campus, have the item recoded to Off Campus. If the item is going to be Off Campus for more than 7 days but not permanently, contact the Office of Safety to have it temporarily moved to the Inland Marine policy. Example: outdoor research equipment or a barricade

• State Fire and Tornado Fund will cover items *that are intended to be used within, to maintain, or service* the building or structure on its premises if *gone up to ninety (90) consecutive days*. If the item is going to be gone for more than 90 days or out of the country, contact UND Risk Management to have it moved permanently or temporarily to the Inland Marine policy. Example: laptop or computer

• Keep in mind, a deductible would apply to each loss.
University Property/Equipment Check-Out Forms

• To assist departments in tracking equipment that is being checked out by a student, employee, or another department, please have one of the forms completed. The forms are located on this web site: http://und.edu/public-safety/public-safety/risk-management.cfm
Equipment Check-Out Form for Employees (off campus)

This form should be used when an employee takes UND equipment off campus for a business purpose. All major and minor equipment being used off campus for more than seven consecutive days must be designated as located in location code OFF-CAMPUS. To change the location to OFF-CAMPUS, contact Asset Management at 701.777.3126.

Employee Information

Name: ___________________________ Department: ___________________________ Phone: ___________________________

- I understand that the department has the right to request that I return the equipment to the University at any time.
- I understand that because the equipment is the property of the University, it may be necessary for auditors or department inventory staff to come to the location (mentioned above) to visually verify that the equipment is at that location and is being used as intended.
- I understand that personal use of University property is a violation of Section 12.1-33-07 of the North Dakota Century Code.
- I understand that if I fail to return the equipment to the University, appropriate actions may be taken against me, including withholding of monies due me by the University until such equipment is returned.

Employee Signature: ___________________________ Date: ___________________________

Equipment Information

<table>
<thead>
<tr>
<th>Description</th>
<th>UND Tag Number</th>
<th>Serial Number</th>
<th>Check Out Date</th>
<th>Expected Return Date</th>
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Employee’s Department Information

*If equipment is damaged, lost, stolen, or not returned, the department will be charged for the cost to replace it.*

Authorizing Department Signature (employee’s supervision): ___________________________

Dept. Contact Person: ___________________________ Contact Phone #: ___________________________

Fund #: ___________________________ Dept. #: ___________________________

For Office Use Only: To be completed by department owning the equipment

The department owning the equipment retains this original form and is responsible for annual inventory verification.

Date Checked Out: ___________________________ Authorized by: ___________________________

Date Returned: ___________________________ Received By: ___________________________

Revised: 6/20/13
Equipment Check-Out Form

Equipment Checked out to UND employee/ Department
(Equipment damaged, lost, stolen, or not returned, the department will be charged for the cost to replace it)

Section One – Employee Information:
Name (Please Print): ________________________________
Signature: _________________________________________

Section Two – Equipment Description Being Checked out:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
Serial #: ___________________________ UND Tag #: ___________________________

Section Three – Department Information
If equipment is damaged, lost, stolen, or not returned, the department will be charged for the cost to replace it.
Employing Department/Person Checking Out Equipment: ________________________________
Dept. Contact Person: ___________________________ Contact Phone #: _______________________
Fund #: _______ Dept. #: _______ Account #: _______ Program Code #: _______ Proj. Code: _______

Section Four – Signatures:
Employee Checking Out Equipment: ___________________________ Date: ______________
Employee Receiving Equipment: ___________________________ Date: ______________
Supervisor’s Signature: ___________________________ Date: ______________
University Property/Equipment Check-Out Form

Release of Liability
(Students)

Subject to the following terms and conditions, I, ____________________________, am checking out the following Property/Equipment from the University of North Dakota for educational purposes only.

Description: ____________________________________________________________

Tag # __________________ Serial # __________________

1. I am checking out the Property/Equipment for the following period of time:
   Check out Date __________ Anticipated Return Date _____________.

2. I understand that it is my responsibility to pick up the Property/Equipment and to return it to the same location at the end of the use period.

3. I agree to return the Property/Equipment in the same condition that it was in on the day I checked it out, normal wear and tear excepted.

4. I understand that there is no charge to checking out the Property/Equipment. However, in the event that the Property/Equipment is lost or destroyed during the use period, I agree to replace the Property/Equipment at my own expense. Further, if the Property/Equipment is damaged during the use period, I agree to have the Property/Equipment fixed or replaced. If I do not return the Property/Equipment at the end of the use period, or fix or replace the property/equipment within thirty (30) days of the end of the use period if the Property/Equipment has been damaged, I agree to the following:

   □ I authorize UND to add appropriate charges to my University of North Dakota student account should the property/equipment need to be repaired or replaced.

   □ I understand that UND may charge an additional fee of ______ per day until the property is returned.

(Department must have prior approval from the University Fee Committee to charge the student for property/equipment repair or replacement and/or an additional per day fee. University Fee Form located at http://und.edu/finance-operations/forms.cfm).

5. I understand that UND is not warranting that the property/equipment is fit for use or for any particular purpose, and that I am solely responsible for the selection of the Property/Equipment.

I HEREBY RELEASE FROM LIABILITY AND AGREE TO INDEMNITY AND HOLD HARMLESS, THE UNIVERSITY OF NORTH DAKOTA AND ANY OF THEIR EMPLOYEES OR AGENTS FOR ANY LIABILITY IN CONNECTION WITH THE USE OR POSSESSION OF THE EQUIPMENT. THIS RELEASE IS FOR ANY AND ALL LIABILITY FOR PERSONAL INJURIES (INCLUDING DEATH) AND PROPERTY LOSS OR DAMAGE occasioned by, or in connection with, the possession or use of the Property/Equipment.

Property/Equipment Checked out by: __________________________

Date: ____________ Date Returned: ____________ Initials: ____________

Signature of Student Checking out Property/Equipment: __________________________

Print Name: __________________________ Date: ____________

Form approved by Legal Counsel/2012

University of North Dakota
Reporting a Loss & Filing a Claim
IMPORTANCE OF NOTIFICATION:

• It is vital to immediately notify UND Risk Management of losses so we can better assess the loss and receive maximum reimbursement from insurance.

• We want to mitigate the damages to prevent further damages and reduce costs.
WHEN A LOSS OCCURS:

Break-In
• If criminal involvement is a factor, call the UND Police at 7-3491.

Water Damage
• Shut off the water source, if possible, and/or make temporary repairs to prevent further damage. Contact Operations Center at 7-2591 to have someone from the Facilities Management assess the damages.

• If computers/equipment have suffered water damage, contact UND Risk Management at 7-2785. A water restoration company needs to be contacted immediately to dry out the equipment. In some instances equipment can be dried out with no further repairs needed. Costs are recoverable under insurance (subject to deductible).
When a loss occurs:

Fire Damage

• Limit movement in the affected area to prevent further damage.
• Close doors in affected areas to localize smoke odors as much as possible.
• Do not turn on any light switches, TVs, stereo or electronic appliances until they have been checked and cleaned.

• Take photos of the damaged area or call Office of Safety at 7-3341 and someone from this office will take the photos for you.
• Within 24 hours, fill out a Departmental Building Property Loss Report or Incident Report which is available on the Office of Safety’s website under Risk Management and Insurance.

• Email the completed form to UND.Safety@email.und.edu or fax to 7-4132.
PREVENTATIVE MEASURES

What can your department do to prevent a loss?

• Secure items in a locked closet.
• Complete the Equipment Check-out forms located on this web site: http://und.edu/public-safety/public-safety/risk-management.cfm
• Place plastic covers over computers and equipment if possible at night.
• Put Kensington locks on electronic equipment if it has to sit out in the open. Ex.: CILT putting out electronic equipment for other departments doing classes or workshops.
QUESTIONS?

For additional assistance or questions, contact
Linda Olson
Risk Management Officer
701-777-2785
Linda.Olson@und.edu

Thank you for your attendance.