

June 20, 2012

**INSURANCE INFORMATION NOTICE 2012-1**

**SUBJECT: Property Claims in the Event of a Catastrophe**

Should your Agency experience property damage to buildings and/or contents in the event of a catastrophe please adhere to the following:

All services commissioned by your Agency must be done in compliance with your Agency's procurement guidelines.

Please make temporary repairs to protect the building and/or its contents from further damage. Note that emergency procurement shall be limited to those temporary repairs necessary to prevent additional damage from occurring after the loss or those repairs necessary to continue to conduct the business of the agency. Agencies must complete an emergency procurement justification form which includes a listing of the vendors from whom quotations were obtained. An Agency representative or their designee is responsible for supervision of the work being performed by the contractor.

Please complete the **Louisiana State Property 1<sup>st</sup> Party Loss Notice** (form can be found on the laorm.com website under the caption of Claim Reporting). Please complete and submit the Loss Notice as soon as possible to:

[LAORMCAT@fara.com](mailto:LAORMCAT@fara.com)

The toll free telephone # is **877-571-3272**.

The toll free FAX # is **877-578-3272**.

Upon receipt of the loss notice a claim will be set up and an adjuster assigned. The assigned adjuster will be in contact with the designated contact personnel as identified on the loss notice.

Inquiries can be made to the below Property Claims personnel:

Darrell Bizette	Supervisor	(225) 448-0383	<u><a href="mailto:Darrell.bizette@fara.com">Darrell.bizette@fara.com</a></u>
Michael Guidry	Adjuster	(225) 448-0460	<u><a href="mailto:Michael.guidry@fara.com">Michael.guidry@fara.com</a></u>
Matthew Guidry	Adjuster	(225) 448-0457	<u><a href="mailto:Matthew.guidry@fara.com">Matthew.guidry@fara.com</a></u>
Ian Richardson	Adjuster	(225) 448-0458	<u><a href="mailto:ian.richardson@fara.com">ian.richardson@fara.com</a></u>
Jeff DeBenedetto	Adjuster	(225) 448-0459	<u><a href="mailto:Jeff.debenedetto@fara.com">Jeff.debenedetto@fara.com</a></u>

Thank you for your cooperation in this process.