

August 28, 2008

**INSURANCE INFORMATION NOTICE 2009-1
PROPERTY AND VEHICLE CLAIMS IN THE WAKE OF HURRICANE GUSTAV**

Should your agency experience property damage in the wake of Hurricane Gustav, please take the following steps:

Make temporary repairs to protect the building and / or its contents from further damage.

If the roof was replaced following Hurricanes Katrina or Rita, contact the roofing contractor to make a warranty claim. (i.e. did the roof hold up to the wind specifications)

It is strongly recommended that any important documents be moved to a safe, secure location and that all vehicles are accounted for by location. It is also recommended that all property and contents be photographed and that the photographs be retained in a safe, secure location.

Notify the Office of Risk Management of any building related property damage, including roof damage, or vehicle damage. Send the requisite information to one of the following individuals:

Building Property Claims Contact Personnel

<u>Location Code</u>	<u>Contact Person</u>	<u>Phone</u>	<u>Email</u>
0010-3999	Ray Louviere	225-342-8438	Ray.Louviere@La.Gov
4000-9999	Larry Lichtenberg	225-219-0777	Larry.Lichtenberg@La.Gov

Vehicle Claims Contact Personnel

<u>Location Code</u>	<u>Contact Person</u>	<u>Phone</u>	<u>Email</u>
All Locations	Walter Lockhart	225-342-8466	Walter.Lockhart@La.Gov

Additional contacts are as follows:

Susan West, Claims Manager, 225-342-6031 or Susan.West@La.Gov
Ann Wax, Claims Administrator, 225-219-0012 or Ann.Wax@La.Gov

Further instructions relative to coordination with FEMA will follow, as needed. At present, all claims should first be routed through the Office of Risk Management. The Office of Risk Management will notify Facility Planning & Control of any building related damage.

Thank you for your cooperation in this process.