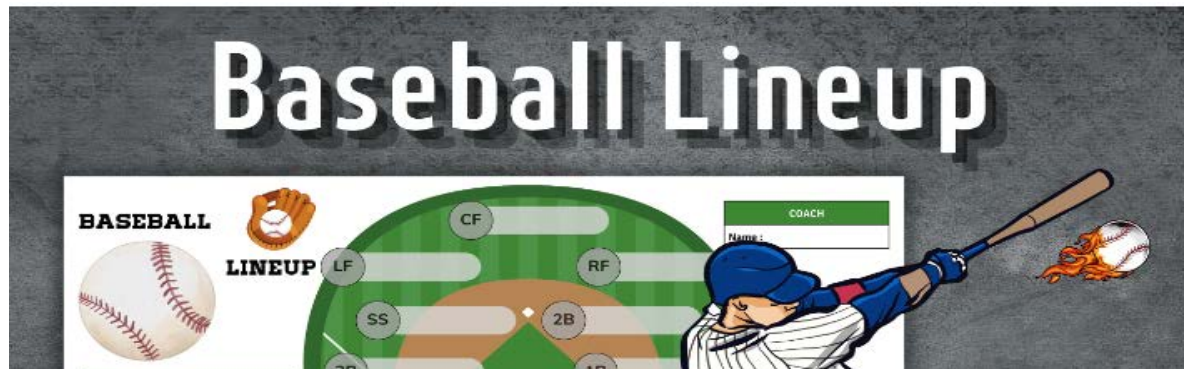


# Setting Your Lineup – Exposure Reporting: Property and Online Reports



Presentation by: Kristy Breaux  
ORM State Risk Administrator

## **Why Do We Collect Exposure Data ?**

ORM Statute - LA R.S. 39:1535

“It is the responsibility of the commissioner of administration through the office of risk management to manage all state insurance covering property and liability exposure, through commercial underwriters or by self-insuring.....”

## Why Do We Collect Exposure Data ?

Agency property premiums are calculated based on 2 factors:

1. Experience (property claims history)
2. Exposure (reported buildings and Contents)



## Exposure Help

ORM Exposure Reporting Manual -

<https://www.doa.la.gov/media/nkjb4fdr/exposure-reporting-manual.pdf>



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Property must be scheduled with ORM to be covered.

- If property has not been reported to ORM, claims can be denied.



A close-up, low-angle shot of a baseball, showing the texture of the leather and the stitching. The lighting is dramatic, with a strong highlight on the top of the ball, creating a warm, golden glow. The background is dark and out of focus.

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ORM does not obtain ANY values from LPAA

Property reports are mailed bi-annually, in March and September.

Banded Rows

- Two rows per building record
- Every other record shaded for easy review

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## Property Exposure Report Example

### STATE OF LOUISIANA - RC04 Property Exposure

Report Date: 1/10/20

ORM Location Code: 0255 SAINTS TRAINING FACILITY (LSED NO.3)

Building Code	Building Name	State Owned	Building/Object	Appraised Value/ ACV	Total SQFT	Gen Cont Prop	Comp Equip	Fine Arts	Medical Equip	Livestock	Mobile Structures	LPFA/3rd Party Fin	Business Income
	Building Address	Leg. Bldg. ID	Bldg. Val. Date	Covered Walkways	Grnd SQFT	Non-Calc Gen Contents	Boats	Mobile Equip	Fences	Signs	Other Outdoor Prop		
126043/1	SAINTS TRAINING FACILITY - ADMIN/LO	Yes	Building	27,348,209	79,092	2,884,090	0	0	0	0	0	0	0
	5800 AIRLINE HIGHWAY METAIRIE, LA 70001	S12423	09/23/2018	NO	39,854	0	0	0	0	0	0	0	0
126043/14	SAINTS INDOOR PRACTICE FACILITY	Yes	Building	17,891,456	120,554	714,282	0	0	0	0	0	0	0
	5800 AIRLINE HIGHWAY METAIRIE, LA 70003	S16111	09/25/2018	YES	120,554	0	0	0	0	0	0	0	0
126043/15	SAINTS VOODOO FACILITY	Yes	Building	14,508,383	39,746	235,495	0	0	0	0	0	0	0
	5800 AIRLINE HIGHWAY METAIRIE, LA 70003	S16112	09/26/2018	YES	39,746	0	0	0	0	0	0	0	0
<b>Totals</b>				<b>Sum:</b>	59,748,048	239,392	3,833,867	0	0	0	0	0	0
					200,154	0	0	0	0	0	0	0	0

ORM Location Code Totals	
Contents	3,833,867
Total Insurable Value	63,581,915

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## Building Code = Building ID Number

- Format - 6 digit site code followed by a slash and then a sequential system assigned number

example: 217025/15

Site Code Bldg.#

- Must include the first 6 digits (site code) in order to be unique
- Buildings listed by site code on report



A close-up, low-angle shot of a baseball, showing the stitching and the texture of the leather. The lighting is warm and dramatic, highlighting the curve of the ball.

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- **State Owned Field**

Yes = State Owned

No = Non-State Owned

- **LEG Bldg ID = Legacy Building ID**

Old SLABS number or new "S" or "L" Number

- **Building/Object Field**

Building = usually 4 walls and a roof....

Object = Not a building

- **Bldg. Val. Date**

Date of most recent Appraisal (new field in 2019)

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## Objects

- Objects are things that are NOT buildings
- Objects are valued at “Actual Cash Value”
- Valuation can be updated
- Objects are assigned their own line on the RC04





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## **Appraised Value/ACV**

- This is how much ORM is “insuring” the building or object for. The Value represents the “Insured” Value of the building, NOT the “Market” Value
- Agency is responsible for insuring the building if it has an Appraised Value

**Covered Walkways** – Identified by the property appraiser at the time of the appraisal

A close-up, low-angle shot of a baseball, showing the texture of the leather and the stitching. The lighting is dramatic, with a strong light source from the left, creating a bright highlight on the top of the ball and casting the rest into deep shadow.

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## **Building Appraised Value**

- Value of the building structure, excluding the foundation and site preparation
- Determined by appraisal of the structure ONLY
- Appraisals take place on a 4-5 year cycle
  - Building Valuation Date on report shows the last appraisal (Contact ORM if this date is out of cycle)

A close-up, low-angle shot of a baseball, showing the texture of the leather and the stitching. The lighting is dramatic, with a strong highlight on the top of the ball, creating a sense of depth and focus.

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**Total Square Feet** – The total area utilized by your agency

- Total Square Feet is used to calculate General Contents
- If your agency owns the building, any unoccupied space will be included in this total
- If your agency leases space through Facility Planning and Control, you must go to them for any adjustments

# 2024 Office of Risk Management Annual Conference

**General Contents** – This includes all contents/movable property not identified in separate categories

- “Gen Cont Property” - Calculated by ORM based on the building use (Occupancy code) and the Total Square Feet occupied by your agency
- Your agency can adjust this number using the “Non-Calculated General Contents” field
- You should include Everything that is State Owned on your report from dollar one
- Acquisition Cost should be used as a starting point to value ALL Contents

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## STATE OF LOUISIANA - RC04 Property Exposure

Report Date: 1/10/20

ORM Location Code: 0255 SAINTS TRAINING FACILITY (LSED NO.3)

Building Code	Building Name	State Owned	Building/Object	Appraised Value/ ACV	Total SQFT	Gen Cont Prop	Comp Equip	Fine Arts	Medical Equip	Livestock	Mobile Structures	LPFA/3rd Party Fin	Business Income
	Building Address	Leg. Bldg. ID	Bldg. Val. Date	Covered Walkways	Grnd SQFT	Non-Calc Gen Contents	Boats	Mobile Equip	Fences	Signs	Other Outdoor Prop		
126043/1	SAINTS TRAINING FACILITY - ADMIN/LO	Yes	Building	27,348,209	79,092	2,884,090	0	0	0	0	0	0	0
	5800 AIRLINE HIGHWAY METAIRIE, LA 70001	S12423	09/23/2018	NO	39,854	0	0	0	0	0	0	0	0
126043/14	SAINTS INDOOR PRACTICE FACILITY	Yes	Building	17,891,456	120,554	714,282	0	0	0	0	0	0	0
	5800 AIRLINE HIGHWAY METAIRIE, LA 70003	S16111	09/25/2018	YES	120,554	0	0	0	0	0	0	0	0
126043/15	SAINTS VOODOO FACILITY	Yes	Building	14,508,383	39,746	235,495	0	0	0	0	0	0	0
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<b>Totals</b>				<b>Sum:</b>	59,748,048	239,392	3,833,867	0	0	0	0	0	0
						200,154	0	0	0	0	0	0	0

ORM Location Code Totals	
Contents	3,833,867
Total Insurable Value	63,581,915

These two categories are interchangeable, one is named “Calculated General Contents” and the other is named “Non-Calculated General Contents”.

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## General Contents





A close-up, top-down view of a baseball, showing the characteristic red stitching on a light-colored leather surface. The lighting is warm, highlighting the texture of the leather and the pattern of the stitches.

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## ORM Content Categories Line-Up

1. Computer Equipment
  2. Boats (<26 Ft.)
  3. Fine Arts
  4. Mobile Equipment
  5. Medical Equipment
  6. Fences
  7. Livestock
  8. Signs
  9. Mobile Structures
  10. Other Outdoor Property
  11. Business Income
  12. LPFA/3<sup>rd</sup> Party Financing
- **Your agency is responsible for reporting these values.**

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## Computer Equipment

- Total value of computers, mainframes, laptops, printers, scanners, software, etc.



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## Boats

- Total value of all boats 26 feet in length or less including their motors
- Row Boats (non-motorized) regardless of length



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## Fine Arts

- Total appreciated value of museum exhibits, antiques, and objects of art of every nature and description



# 2024 Office of Risk Management Annual Conference

## Mobile Equipment

- Total value of all vehicles not required to be licensed by the Motor Vehicle Law of Louisiana
- Mobile Equipment also includes large movable items that do not have wheels such as welding machines and training simulators
- This includes backhoes, tractors, cranes, ATVs, etc.



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## Medical Equipment

- Total value of all moveable, standalone medical equipment not affixed to a building



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- **Fences**

- Total Value of all fences associated with the building/site
- Includes perimeter fences, parking lot fences, gates as part of the fencing, etc.
- Not included in the appraisal process



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## Livestock

- Total value of all livestock, thoroughbreds, barnyard fowl, etc.
- Include trained canines used in state business operations





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## Signs

- Total value of all signs associated with a building
- Do not include street signs or traffic signs since they are not Insured



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## Mobile Structures

- Total value of all building structures not permanently attached to an immovable foundation and which can be moved from place to place without disassembly
- Also include the contents of that structure in the given value



A close-up, low-angle shot of a baseball, showing the texture of the leather and the stitching. The lighting is dramatic, with a strong light source from the left, creating a bright highlight on the top of the ball and casting the rest into deep shadow.

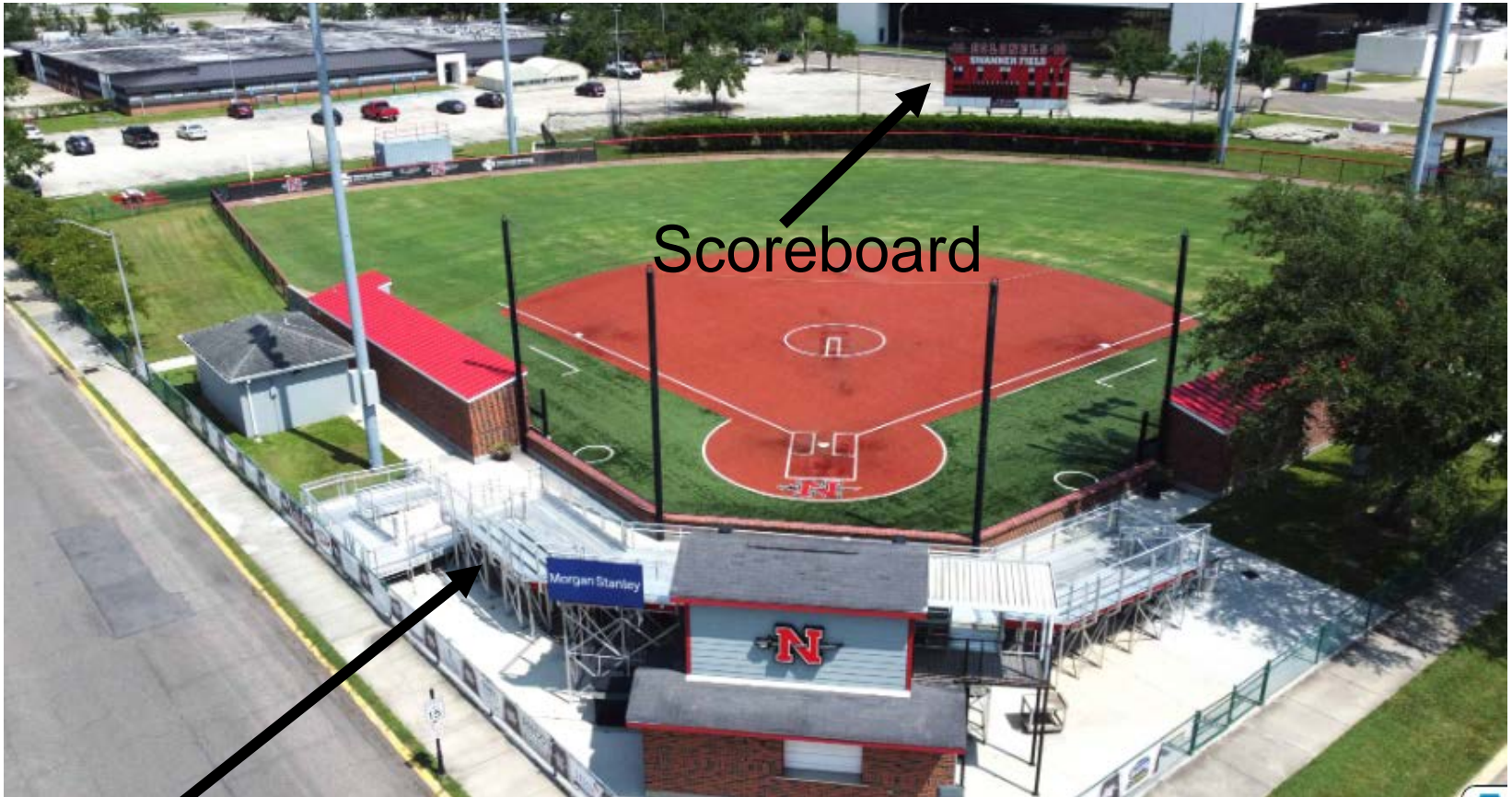
# 2024 Office of Risk Management Annual Conference

## **Other Outdoor Property**

- Total value of all other outdoor property not included in any category above.
- This includes flagpoles, picnic tables, benches, goal post, etc.

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## Other Outdoor Property



Scoreboard

Free Standing Bleachers

A close-up, low-angle shot of a baseball, showing the stitching and the texture of the leather. The lighting is warm and dramatic, highlighting the curves of the ball.

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## **Business Income**

- Total amount of charges, tuition, fees, and receipts from other sources (not public funds) that would be lost if your agency would not be able to provide the services, sales, and events
- MINUS the direct cost of those operations
- Total amount should be an annual figure based on the 12 months preceding the last day of the reporting period

A close-up, low-angle shot of a baseball, showing the stitching and the texture of the leather. The lighting is dramatic, with a strong highlight on the top of the ball, creating a sense of depth and focus.

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## **LPFA/3<sup>rd</sup> Party Financing**

- Total value of all state owned equipment being purchased through LPFA, LEAF, and MIPA guidelines
- Report whichever value is greater: replacement value of the equipment or remaining lease payments

A close-up, low-angle shot of a baseball, showing the texture of the leather and the stitching. The lighting is dramatic, with a strong highlight on the top of the ball, creating a sense of depth and focus.

# 2024 Office of Risk Management Annual Conference

## **UND-4 Forms**

- UND-4.1 – New Building, Contents and Other Insured Property Reporting Form
- UND-4.2 – Building Deletion
- UND-4.3 – Building Modification

A close-up, low-angle shot of a baseball, showing the stitching and the texture of the leather. The lighting is dramatic, with a strong light source from the left, creating a bright highlight on the top of the ball and casting the rest into deep shadow. The background is dark and out of focus.

# 2024 Office of Risk Management Annual Conference

## UND 4.1 Form

- Building purchased/donated
- New building constructed (attach notice of acceptance)
- New building under construction – partially occupied
- Adding an object such as a statue or marquee
  - Objects are paid at actual cash value and not Replacement Cost
  - Object values are determined by the Agency, not appraised
- This form is used for adding contents and other insured property



A close-up, low-angle shot of a baseball, showing the stitching and the texture of the leather. The lighting is dramatic, with a strong light source from the left, creating a bright highlight on the top of the ball and casting the rest into shadow.

# 2024 Office of Risk Management Annual Conference

## UND 4.1 Form

- LA GOV FUND, LA GOV FUND CENTER, LA GOV BUSINESS AREA – ALL agencies who use the LAGOV/ERP need to complete these fields
- Contents and other insured property – previously on the UND-1 contents reporting form
- Includes Computer Equipment, Fine Arts, Medical Equipment, Livestock, Mobile Structures, Mobile Equipment, Fences, Signs, Other Outdoor Property, LPFA/3<sup>rd</sup> Party Financing and Business Income all on one form

# 2024 Office of Risk Management Annual Conference

New Building, Contents and Other Insured Property Reporting Form Office of Risk Management					
NOTE	INSURANCE ON THE BUILDING STRUCTURE WILL NOT BE IN PLACE UNTIL THIS FORM IS RECEIVED BY ORM. USE THIS FORM IF THE PHYSICAL STRUCTURE OF THE BUILDING IS TO BE COVERED BY INSURANCE. BUILDINGS NEEDING COVERAGE FOR MOVABLE PROPERTY (CONTENTS AND OTHER CATEGORIES OF INSURED PROPERTY) ONLY ARE ALSO TO BE REPORTED ON THIS FORM. PLEASE CONTACT ORM AT (225) 342-8469 IF YOU HAVE ANY QUESTIONS.				
AGENCY REQUESTING CHANGE		AGENCY ISIS CODE		ORM LOCATION CODE	
CONTACT NAME		DATE		LA GOV FUND	
EMAIL ADDRESS		PHONE NUMBER		LA GOV FUND CENTER	
WAS THIS CONSTRUCTION FINANCED BY REVENUE BONDS AND/OR A PART OF A COOPERATIVE ENDEAVOR AGREEMENT?			<input type="checkbox"/> YES <input type="checkbox"/> NO	LA GOV BUSINESS AREA	
IF THIS IS A LEASED SPACE, IS IT PROCESSED THROUGH FACILITY PLANNING AND CONTROL?			<input type="checkbox"/> YES <input type="checkbox"/> NO	SITE CODE (BUSINESS ENTITY) / BLDG #	
REASON (PLEASE CHECK ONE)	<input type="checkbox"/> NEW BUILDING PURCHASED/DONATED <input type="checkbox"/> NEW BUILDING CONSTRUCTED / UNDER CONSTRUCTION		<input type="checkbox"/> OBJECT - VALUE OF OBJECT _____ (MUST INCLUDE VALUE) <input type="checkbox"/> OTHER _____		
BUILDING DATA					
BUILDING NAME		SITE CODE / BUILDING #			
STREET ADDRESS (NOT P. O. BOX - MUST BE PHYSICAL ADDRESS)		TOTAL SQ. FT. OCCUPIED			
CITY, STATE, ZIPCODE		OWNER OF BUILDING IF STATE OWNED, INDICATE WHICH STATE AGENCY			
DETAILS (INCLUDE DATE OF TRANSACTION, ETC.)		ARE YOUR AGENCY'S EMPLOYEES LOCATED AT THIS BUILDING?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
NOTE	WHEN ADDING BUILDING STRUCTURES YOU MUST ATTACH A COPY OF PERTINENT DOCUMENTATION (BILL OF SALE, TITLE TRANSFER, ACT OF DONATION, DEED, ETC.)				
CATEGORIES OF CONTENTS AND OTHER INSURED PROPERTY					
GENERAL CONTENTS		MOBILE EQUIPMENT			
COMPUTER EQUIPMENT		FENCES			
FINE ARTS		SIGNS			
MEDICAL EQUIPMENT		OTHER OUTDOOR PROPERTY			
LIVESTOCK		LPFA/3 <sup>RD</sup> PARTY FINANCING			
MOBILE STRUCTURES		BUSINESS INCOME			
BOATS (<26 FT)					
RETURN COMPLETED FORM TO THE OFFICE OF RISK MANAGEMENT - UNDERWRITING SECTION, POST OFFICE BOX 91106, BATON ROUGE, LOUISIANA 70821-9106					

UND-4.1  
Revised 2/2024

FOR ORM USE ONLY					
DATE SHELL CREATED		BUILDING NO:	PS NUMBER:	<input type="checkbox"/> FUNCTIONAL LOCATION CREATED	<input type="checkbox"/> SETTLEMENT RULE CREATED
LEGACY BLDG ID		<input type="checkbox"/> BLDG RELEASED	RS NUMBER:	<input type="checkbox"/> FUNCTIONAL LOCATION ASSIGNED	

# 2024 Office of Risk Management Annual Conference

## Location/Site Code

- State Land Office establishes the location / site code
- Is this a current site, or new location site?
  - Yes – Use current location / Site Code
  - No – State Land Office Forms must be completed

SLABI Manual for Agencies:

<https://www.doa.la.gov/media/3wtmjmph/state-land-and-building-inventory-manual.pdf>

Business Entity Setup Form:

<https://www.doa.la.gov/media/ckyh3oqq/business-entity-setup.pdf>

## State Lands Office

State Land Office Contact Information

Mr. Tripp Fairly

Phone: 225-219-9537

Email: [Tripp.Fairly@la.gov](mailto:Tripp.Fairly@la.gov)

## **UND-4.2 – Building Deletion Form**

- Building sold (Attach Bill of Sale)
- Building donated to another entity (Attach MOU)
- Building demolished/torn down
- Building moved to another site

# 2024 Office of Risk Management Annual Conference

## Building Deletion Form Office of Risk Management

<b>NOTE</b>	<b>DO NOT USE THIS FORM TO REPORT BUILDINGS UNLESS THE BUILDING IS COMPLETELY GONE.</b>		
AGENCY REQUESTING CHANGE		ORM LOCATION CODE	
AUTHORIZED BY		DATE	BUILDING CODE (SITE CODE/BUILDING NO.)
CONTACT NAME	PHONE NUMBER		LEGACY BUILDING ID (SLABS)
EMAIL ADDRESS			
REASON FOR DELETION (PLEASE CHECK ONE)	<input type="checkbox"/> BUILDING SOLD/DONATED <input type="checkbox"/> BUILDING DEMOLISHED/TORN DOWN <input type="checkbox"/> OTHER _____		
<b>BUILDING DATA</b>			
STATE AGENCY NAME			
ORM LOCATION CODE			
BUILDING NAME			
STREET ADDRESS (NOT P. O. BOX – MUST BE PHYSICAL ADDRESS)			
CITY, STATE, ZIPCODE			
DETAILS (INCLUDE DATE OF SALE, DEMOLITION, ETC.)			
<b>NOTE</b>	<b>WHEN DELETING BUILDING STRUCTURES YOU MUST ATTACH A COPY OF PERTINENT DOCUMENTATION (BILL OF SALE, DEMOLITION PAPERWORK, ETC.)</b>		
RETURN COMPLETED FORM TO	THE OFFICE OF RISK MANAGEMENT – UNDERWRITING SECTION, POST OFFICE BOX 91106, BATON ROUGE, LOUISIANA 70821-9106		

FOR ORM USE ONLY	
DATE ORM RECEIVED	
DATE INFO SENT TO TPA TO CLOSE OUT IF SOLD/VERIFY IF DEMOLISHED	
DATE ORM INACTIVATED	
FUNCTIONAL LOCATION CLOSED OUT <input type="checkbox"/>	COMPLETED BY:

## **UND-4.3 – Building Modification Form**

- Building name changed
- Building address changed
- ORM Location Code changed
- Building renovated
- Building use changed/Vacancy
- Building transferred to another State agency  
(Include MOU)

# 2024 Office of Risk Management Annual Conference

## Building Modification Form Office of Risk Management

<b>NOTE</b>	<b>MODIFICATIONS REQUESTS SHALL ONLY BE MADE BY THE OWNING AGENCY OF A BUILDING.</b>		
AGENCY REQUESTING CHANGE		ORM LOCATION CODE	
AUTHORIZED BY		DATE	BUILDING CODE (SITE CODE/BUILDING NO.)
CONTACT NAME	PHONE NUMBER		LEGACY BUILDING NUMBER (SLABS)
EMAIL ADDRESS			
TYPE OF CHANGE (PLEASE CHECK ONE)	<input type="checkbox"/> BUILDING NAME CHANGE <input type="checkbox"/> BUILDING ADDRESS CHANGE <input type="checkbox"/> ORM LOCATION CODE CHANGE <input type="checkbox"/> AGENCY TO AGENCY TRANSFER (INCLUDE MOU)*	<input type="checkbox"/> BUILDING RENOVATION/ADDITION <input type="checkbox"/> BUILDING USE CHANGE/VACANCY <input type="checkbox"/> OTHER _____	
	<b>EXISTING DATA</b>	<b>NEW DATA</b>	
STATE AGENCY NAME			
ORM LOCATION CODE			
BUILDING NAME			
STREET ADDRESS (NOT P. O. BOX – MUST BE PHYSICAL ADDRESS)			
CITY, STATE, ZIPCODE			
*Business Area (Required for building transfer)			
*Fund (Required for building transfer)			
*Fund Center (Required for building transfer)			
DETAILS (INCLUDE DATE OF TRANSACTION, TYPE OF RENOVATION, CHANGE IN USE, ETC.)			
RETURN COMPLETED FORM TO	THE OFFICE OF RISK MANAGEMENT – UNDERWRITING SECTION, POST OFFICE BOX 91106, BATON ROUGE, LOUISIANA 70821-9106		

FOR ORM USE ONLY			
DATE ORM RECEIVED FROM AGENCY		BLDG NAME LOCATION CODE CHANGE SENT TO TPA <input type="checkbox"/>	DATE UPDATES COMPLETED IN THE SYSTEM
DATE SENT TO TPA TO BE RE-APPRAISED		BUSINESS AREA, FUND, FUND CTR, SETTLEMENT RULE UPDATED <input type="checkbox"/>	UPDATES COMPLETED BY



# Wet Marine Exposure Reporting

- Current wet marine exposures sent to agencies for review and update quarterly  
(January, April, July, October)
- All additions or deletions reported to ORM
- Values appraised every 3 years by professional appraisal service.
- ORM reports changes to commercial carrier. Carrier endorses the policy reflecting the change and invoices the additional premium or premium credit.

# 2024 Office of Risk Management Annual Conference



# Aviation Exposure Reporting

- Current aircraft exposures sent to agencies for review and update  
(January, April, July, October)
- All additions, deletions, or changes reported back to ORM.
- Update any exposure changes. Aircraft must be scheduled with ORM to be covered
- ORM reports changes to commercial carrier. Carrier endorses the policy reflecting the change and invoices the additional premium or premium credit.

# 2024 Office of Risk Management Annual Conference



A close-up, low-angle shot of a baseball, showing the stitching and the texture of the leather. The lighting is dramatic, with a strong light source from the left, creating a bright glow on the left side of the ball and deep shadows on the right. The background is dark and out of focus.

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## Online Risk Exposure Reporting Process

- Quarterly E-mail Notification
  - Contact Information Update
- <https://www.doa.la.gov/doa/orm/>
  - “Exposure Reporting System” under Quick Links
- All other exposures except for aviation, wet marine, property, boiler and machinery
- Login Information
  - 4-Digit ORM Location Code as Username and Password
  - Location List available from ORM website

# 2024 Office of Risk Management Annual Conference

**Fiscal Year** 2016  
**Quarter** 1

OFFICE OF RISK MANAGEMENT  
RISK EXPOSURE REPORTING FORM

9111 SAMPLE AGENCY

EXPOSURE	-- -- -- -- LAST REPORTED -- -- -- --				THIS REPORT	
	AMOUNT		FY	QRTR		
GROSS PAYROLL	0	N	2015	4	001	0
#- OUTSIDE BOARD MEMBERS	0	N	2015	4	003	0
PUBLIC VEHICLE MILEAGE	0	N	2015	4	004	0
PRIVATE VEHICLE MILEAGE	0	N	2015	4	005	0
# LICENSED STATE VEHICLES	0	N	2015	4	006	0
# OF FULL TIME EMPLOYEES	0	N	2015	4	013	0

Comments

Prepared By

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The active Fiscal Year and Quarter are displayed.

# 2024 Office of Risk Management Annual Conference

## Online Risk Exposure Reporting Form

Fiscal Year 2016  
Quarter 1

OFFICE OF RISK MANAGEMENT  
RISK EXPOSURE REPORTING FORM

9111 SAMPLE AGENCY

EXPOSURE	- - - - -LAST REPORTED- - - - -				THIS REPORT	
	AMOUNT		FY	QTR		
GROSS PAYROLL	0	N	2015	4	001	<input type="text" value="0"/>
#- OUTSIDE BOARD MEMBERS	0	N	2015	4	003	<input type="text" value="0"/>
PUBLIC VEHICLE MILEAGE	0	N	2015	4	004	<input type="text" value="0"/>
PRIVATE VEHICLE MILEAGE	0	N	2015	4	005	<input type="text" value="0"/>
# LICENSED STATE VEHICLES	0	N	2015	4	006	<input type="text" value="0"/>
# OF FULL TIME EMPLOYEES	0	N	2015	4	013	<input type="text" value="0"/>

Comments

Prepared By

Update Risk Exposure Data

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Figures from previous quarter are displayed here.

# 2024 Office of Risk Management Annual Conference

## Online Risk Exposure Reporting Form

Fiscal Year 2016  
Quarter 1

OFFICE OF RISK MANAGEMENT  
RISK EXPOSURE REPORTING FORM

9111 SAMPLE AGENCY

EXPOSURE	AMOUNT	--LAST REPORTED--			QTR			THIS REPORT	
			FY						
GROSS PAYROLL	0	N	2015		4	001	<input type="text" value="0"/>	<input type="text" value="0"/>	
#- OUTSIDE BOARD MEMBERS	0	N	2015		4	003	<input type="text" value="0"/>	<input type="text" value="0"/>	
PUBLIC VEHICLE MILEAGE	0	N	2015		4	004	<input type="text" value="0"/>	<input type="text" value="0"/>	
PRIVATE VEHICLE MILEAGE	0	N	2015		4	005	<input type="text" value="0"/>	<input type="text" value="0"/>	
# LICENSED STATE VEHICLES	0	N	2015		4	006	<input type="text" value="0"/>	<input type="text" value="0"/>	
# OF FULL TIME EMPLOYEES	0	N	2015		4	013	<input type="text" value="0"/>	<input type="text" value="0"/>	

Comments

Prepared By

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Input the active quarter's information here.



# 2024 Office of Risk Management Annual Conference

## Online Risk Exposure Reporting Form

Fiscal Year 2016 OFFICE OF RISK MANAGEMENT  
Quarter 1 RISK EXPOSURE REPORTING FORM

9111 SAMPLE AGENCY

-----LAST REPORTED-----

EXPOSURE	AMOUNT		FY	QTR		THIS REPORT
GROSS PAYROLL	0	N	2015	4	001	0
#- OUTSIDE BOARD MEMBERS	0	N	2015	4	003	0
PUBLIC VEHICLE MILEAGE	0	N	2015	4	004	0
PRIVATE VEHICLE MILEAGE	0	N	2015	4	005	0
# LICENSED STATE VEHICLES	0	N	2015	4	006	0
# OF FULL TIME EMPLOYEES	0	N	2015	4	013	0

Comments

Prepared By

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Update Risk Exposure Data

Input relevant comments and the name of the person who completed the form here.

# 2024 Office of Risk Management Annual Conference

## Online Risk Exposure Reporting Form

Fiscal Year 2016  
Quarter 1

OFFICE OF RISK MANAGEMENT  
RISK EXPOSURE REPORTING FORM

9111 SAMPLE AGENCY

-----LAST REPORTED-----

EXPOSURE	AMOUNT		FY	QTR		THIS REPORT
GROSS PAYROLL	0	N	2015	4	001	0
#- OUTSIDE BOARD MEMBERS	0	N	2015	4	003	0
PUBLIC VEHICLE MILEAGE	0	N	2015	4	004	0
PRIVATE VEHICLE MILEAGE	0	N	2015	4	005	0
# LICENSED STATE VEHICLES	0	N	2015	4	006	0
# OF FULL TIME EMPLOYEES	0	N	2015	4	013	0

Comments

Prepared By

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**Update Risk Exposure Data**

**IMPORTANT!** Click the Update Risk Exposure Data button.

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## Exposure Types

Field	Definition	Coverage
Gross Payroll	Total of all wages paid during the quarter.	Workers' Compensation General Liability
Maritime Payroll	Total of all wages paid during the quarter to employees subject to the Jones Act or LHWC Act.	Workers' Compensation
# Outside Board Members	Total number of board/commission members during the quarter.	General Liability
# Full-Time Employees	Number of full-time workers employed <b>at any point</b> during the quarter.	Bond
# Part-Time Employees	Number of part-time workers employed <b>at any point</b> during the quarter.	Bond

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## Exposure Types

Field	Definition	Coverage
Peak Exposure - Crime	Maximum amount of cash on hand at any point during the quarter.	Crime
Public Vehicle Mileage	Total mileage for licensed state-owned and -leased autos for the requested quarter.	Auto Liability
Private Vehicle Mileage	Total <b>reimbursed</b> mileage for private vehicles driven for state business purposes during the requested quarter.	Auto Liability
# Licensed State Vehicles	Number of licensed state-owned and -leased vehicles which were in the agency's possession <b>at any point</b> during the quarter.	Auto Physical Damage
Medical Malpractice Exposures	A host of statistics regarding the agency's medical practices. Agencies can contact ORM for more information on these exposures.	Medical Malpractice

A close-up, top-down view of a baseball, showing the characteristic red stitching on a light-colored leather surface. The lighting is warm, highlighting the texture of the leather and the pattern of the stitches.

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# ORM Contacts for Exposures

- Property – Kristy Breaux, [Kristy.breaux@la.gov](mailto:Kristy.breaux@la.gov), 225-342-8598
- Wet Marine – Allison Schailer, [Allison.schailer@la.gov](mailto:Allison.schailer@la.gov), 225-219-0064
- Aviation – Damone Duncan, [damone.duncan@la.gov](mailto:damone.duncan@la.gov), 225-219-0408
- Online Exposure Reporting – Christine Ammons, [Christine.ammons2@la.gov](mailto:Christine.ammons2@la.gov), 225-342-8470

Two baseballs are shown at the top of the slide, partially cut off by the top edge. They are illuminated from the side, creating a warm, golden glow. The baseball on the left is more prominent, showing its stitching and texture. The baseball on the right is partially visible, showing its stitching.

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Questions?