PHYSICAL PLANT
OPERATING POLICY AND PROCEDURE

PP/OP 08.09: Notification of Insurance Carrier for Machinery Casualty

DATE: April 23, 2007

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to provide methods for notifying the machinery insurer in the event of a potentially covered loss.

REVIEW

This PP/OP will be reviewed by December 1 of each odd-numbered year (ONY) or when the insurance carrier changes by the director for utilities (DU) and recommendations forwarded to the managing director for physical plant (MDPP).

POLICY AND PROCEDURE

1. General Information

   a. The university maintains insurance coverage on all of its boilers, piping connected thereto, and supporting equipment. This is inclusive of steam piping to the farthest building, condensate return, supporting mechanical and electrical systems, and loss of services. The coverage and deductibles vary for each class of equipment and it is the responsibility of each supervisor to become familiar with their area of responsibility. The minimum TTUS Deductible is presently $50,000.

   b. The policy is intended to cover damage resulting from an “accident” and excludes normal wear and tear. Determination of coverage is best left to the professionals of the insurance company. Therefore, it is critical that the insurer be notified immediately of any potentially covered loss.

   c. It is imperative that accurate records be maintained of each occurrence to include events leading to loss, actual casualty, corrective action, and expenditures. Physical evidence should be preserved as best possible and digital photographs should be taken in quantity from onset of failure. This is NOT to interfere with efforts to repair the system/equipment to prevent disruption of service to customers.
d. CNA Insurance presently provides coverage through Alan Henry Insurance Agency of Lubbock. This coverage is periodically bid through Texas Tech University Risk Management and if a change in insurer occurs this PP/OP will be updated.

2. Notification

Notification of a potentially covered loss will be made by contacting one of the following as soon as possible with follow-up verification to ensure receipt (listed in order of preference).

a. Alan Henry Insurance Agency

Call Alan Henry Insurance Agency staff (Tim Sampson, Bobbie Hathaway or Doris Davis) at the following:
   792-3771 - Business hours of 9 a.m. to 5 p.m.
   792-3771 - Before and after hours (leave message)
   Email: Tim@Alanhenry.com
   Cell Phone: 438-8047 After Hours Emergency
   (Bodily Injury, Life Safety)

**IMPORTANT:** Be prepared to provide the following:
   - Name of contact:
   - Phone number:
   - Date of loss:
   - Time of loss:
   - Location of loss:
   - Description of loss:

b. CNA Insurance Claims Initiation:

Compile above information and call:
   877-262-2727

c. TTU Office of Risk Management

Compile above information and call Steve Bryant at:

   Office: 742-0212
   Cell: 543-5116
   Email: stevebryant@ttu.edu
   Home: 687-8904
d. If all else fails, the CNA inspector assigned to our account is Gordon Dennis. He may be directly notified at:

E-mail: Gordon.Dennis@CNA.com
Office: 512-244-0394
Cell: 512-818-2545
A courtesy Email should be forwarded to him as soon as practical in case he is required to make a site visit.
(This position may change without notification, but superintendents generally have a means of contacting assigned inspector.)

NOTE: To ensure continuity it is critical that the Alan Henry Agency, CNA, and Texas Tech Office of Risk Management are promptly notified. On the first available normal working day, follow-up confirmation calls will be made to each entity.

RESPONSIBILITIES

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<thead>
<tr>
<th>POSITION</th>
<th>SECTION</th>
<th>MONTH</th>
<th>DAY</th>
</tr>
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<tbody>
<tr>
<td>Director for Utilities</td>
<td>Review</td>
<td>December (ONY)</td>
<td>1</td>
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APPROVED: ___________________________
Reviewer

APPROVED: ___________________________
Managing Director for Physical Plant