



ANNEX L

RISK MANAGEMENT AND RECOVERY

I. PURPOSE

Mitigating the effects of, and recovery from, a natural or man-made disaster, will be of primary importance should a critical event occur on campus. Many critical incidents hold a potential for financial impact to the University in terms of overtime, damage repair, costs associated with relocation, and possible civil litigation. It will be the responsibility of the Risk Management Officer and the University Controller to investigate all emergencies and disasters which strike the campus to determine if claims or other fiscal impacts are anticipated, and to coordinate with the Finance & Administration Chief and the State Division of Risk Management, private insurers and various governmental entities to ensure that funding is available and properly distributed.

II. CONCEPT OF OPERATION

The Office of Risk Management will investigate, analyze and evaluate each critical incident which occurs on campus or involves University personnel to determine whether the incident has an actual or potential loss. If there is no actual or potential loss, and no claim is anticipated, then no further investigation is required. If there is actual or potential loss, a claims report will be developed.

III. RESPONSIBILITIES

- A. Inform the Finance & Administration Chief and the Division of Risk Management private insurers of the emergency or disaster.
- B. Prepare required Division of Risk Management form DMR-07 as necessary.
- C. In cooperation with the Logistics and Planning Unit, assess damage to buildings and/or equipment.
- D. Prepare for possible claim and settlement adjustment.

- E. Coordinate with state and private sector insurance claims adjusters.
- F. Coordinate with various federal, state and local governmental agencies.
- G. Assess staffing needs, ensuring there are adequate staff available to handle the claims process. Monitor working conditions of staff.
- H. Set up the necessary accounting records and process all claim payments.
- I. Develop methods of communications with other affected departments.
- J. Prepare claims report(s) for presentation to the Executive Director for Emergency Management and/or the President.