

Controller's Office

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UML Campus Building Incidents Insurance Procedures**UML Buildings**

Any type of destructive incident that occurs in any UML building needs to be reported to the Financial Risk & Compliance Manager (FRC Manager), as soon as possible. The FRC Manager will confirm if the building is owned by UML or UMass Building Authority (UMBA).

If the building is owned by UML, the FRC Manager will deal directly with the Insurance Risk Analyst in the Treasury and Operations Office of the President's Office.

If it is an UMBA building the FRC Manager will contact UMBA and open a claim and act as the liaison between UML and UMBA. UMBA will deal directly with the insurance carrier, FM Global.

Please send the following information immediately preceding the incident to Insurance@uml.edu:

- Details of the incident
 - Date of incident
 - Type of incident
 - Any remedial action that has already taken place
 - Copies of all invoices received in relation to the incident.

UML will be subject to an insurance deductible. If the cost of repair exceeds the deductible, the claim process will continue. If the cost of the repair is less than the deductible, the claim will be closed.