

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: PROPERTY/CONTENTS AND ALL RISK INSURANCE

ANNUAL REVIEW MONTH: October

RESPONSIBLE FOR REVIEW: Financial Services Manager

LAST REVIEW COMPLETED: July 2009

I. **GENERAL**

In compliance with Department of Behavioral Health and Developmental Disabilities (DBHDD) Administrative Policy and Procedures Manual, MAN1430-- Risk Management Program and Claim Manual, Chapter 2, (A.) Building and Content (B) All Risk Certificate, inventoried contents of all state buildings or structures must be insured under the State Self-Insurance Program. Also, the contents of leased or loaned buildings will be insured if state or grant-in-aid-funds are responsible for repairs or replacement of contents. Contents must be identifiable as state owned property, contents or equipment on the State Property System. Structures built for the hospital must be reported to DBHDD's Insurance Office on the date it is accepted from the contractor. Other buildings purchased, deeded or transferred to the hospital must be reported to DBHDD's Insurance Office.

II. **REPORTING LOSSES**

The Chief Operations Officer (COO) is responsible for reporting damage to property that results from fire, lightning, windstorm, hail, explosion, riot, civil commotion, aircraft/vehicle accident, smoke, vandalism and malicious mischief, sprinkler leakages, earthquake, collapse, radioactive contamination and boiler or machinery damage resulting from an accident or flood, to the DBHDD Risk Management, Office of Facilities & Support Services, appropriate DBHDD Offices.

III. **RESPONSIBILITY OF SERVICE DIRECTOR, DEPARTMENT HEAD OR OFFICE DIRECTOR**

The service director, department heads and office directors are responsible for reporting damage to property to the Chief Operations Officer (COO) as soon as possible during normal working hours.

RESPONSIBILITY OF MAINTENANCE DIRECTOR

Report cost of major renovations and additions to buildings, structures and other real properties that affect insurance coverage. Provide repair/replacement estimates on buildings and structures damaged by perils covered under Property and Content Insurance. Provide Chief Operations Officer (COO) with an annual update on the replacement value of buildings and structures covered under Property and Content Insurance.

RESPONSIBILITY OF PROCUREMENT AND SERVICES

The Materials Management Director shall be provided with an annual update on building replacement values by the office of the Maintenance Director. Materials Management Director shall ensure contents and equipment are identifiable as State owned and listed in the State Property System. Provide replacement estimates due to damage or lost caused by perils covered under Property and Content Insurance. Review and update insurance coverage on Non-State Property in the care, custody and control of the State. Review and update insurance coverage on Transient State Property.

RESPONSIBILITY OF MAINTENANCE DIRECTOR

Submit appropriate insurance claim documents to DBHDD Insurance Program and Claims Coordinator.

RESPONSIBILITY OF FINANCIAL SERVICES DIRECTOR

Insure invoices for insurance premiums are paid by DBHDD's payment deadline. Review and update the money and securities coverages under the All Risk Insurance as needed.

Approved:

This policy has been approved by the CEO and CMO on August 2009.