

## INSURANCE INFORMATION NOTICE 2025-1

### SUBJECT: Hurricane Season 2024

The State of Louisiana has been quiet during Hurricane Season 2024 until now. With a potential storm event knocking at our door and possible future systems on the horizon, State agencies are encouraged to take precautionary measures when a disaster threatens.

Precautionary steps taken before a storm hits can prevent or minimize damages, recovery time, and expenses. What can you do? Elevate all mobile property, such as vehicles, heavy machinery, and equipment, to higher ground to minimize the potential damage from rising water. Unplug electronics before leaving the building. Move contents/business personal property items from the floor and remove items from bottom drawers of file cabinets or shelving, etc. If your location is prone to flooding, using sandbags or similar may help reduce water intrusion.

Ensure personnel are aware of the agency's emergency procedure plans. Print contact information that you might need in case power goes out or access to shared drives goes down, e.g., phone numbers for remediation vendors, internal contacts, Sedgwick CMS, etc. Do you have staff members designated to assess agency buildings or your leased office space for damage after the storm?

If an agency requires remediation services to deal with water extraction and dry out, refer to the Statewide Remediation Contract to obtain these services. Attached is the contact information for the current remediation vendors. When using any remediation services, the agency must communicate with the vendor and discuss what remediation efforts are needed. When insurance is involved, the agency, the claims representative, and the remediation vendor should be in communication regarding the remediation scope of work. Remediation activity outside of the insurance scope of work is the responsibility of the agency.

PROMPTLY REPORT damage after a disaster event. If an agency sustains loss to buildings, contents, vehicles, or equipment, report the loss to **Sedgwick CMS**. Catastrophe claim reporting methods will be used after a disaster for Property Claims. If you have six or fewer damaged buildings, complete the attached form and email it to [lastorms@sedgwick.com](mailto:lastorms@sedgwick.com). The claim reporting form will be uploaded to **laorm.com** in a fillable pdf format to allow users to complete it on the computer and email.

If you have more than six buildings, send an email to [lastorms@sedgwick.com](mailto:lastorms@sedgwick.com) containing the agency name, agency contact information, ORM agency location code (4 digits), and the business entity number (aka site code, 6 digits). Sedgwick will send an Agency-specific form listing all scheduled buildings for the referenced site. The spreadsheet will have a column for you to indicate if a building does or does not have damage. Once completed, email the spreadsheet back to [lastorms@sedgwick.com](mailto:lastorms@sedgwick.com) and claim(s) will be set up.

If you are unable to access the internet or have questions on reporting your claim(s), contact Sedgwick at (225) 368-3500 or toll free at (844) 717-5566.

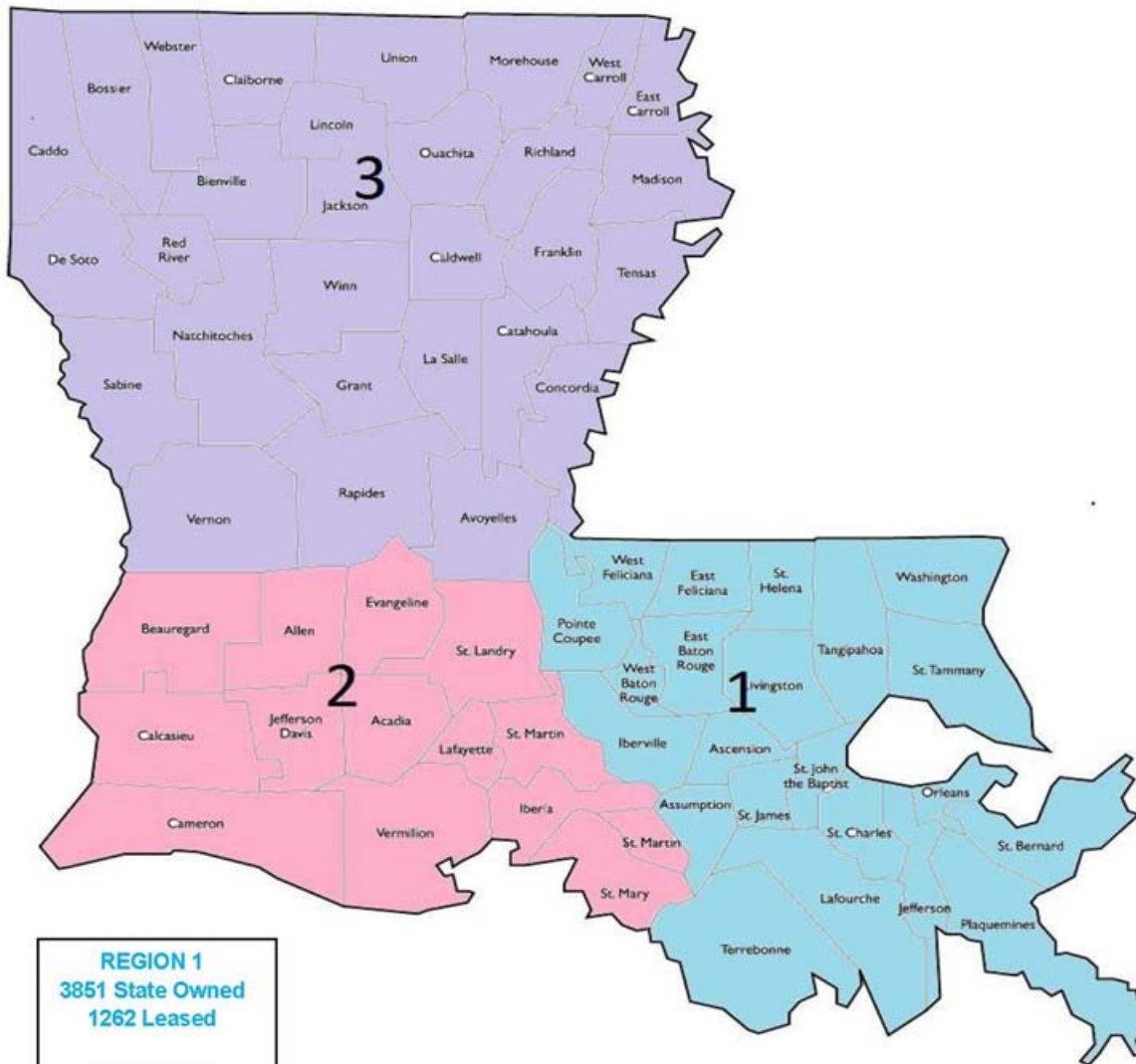
If there are any questions relating to this bulletin, please contact Sherry Price, State Risk Administrator at 225-342-8466

**STATEWIDE REMEDIATION CONTRACT VENDORS LIST**

Contracts ends 10/06/2024

Contracts extension in progress

<b>Region 1 Vendor List</b>	<b>Non-Catastrophe</b>	<b>CAT - Pres. Declared Disaster</b>	<b>Contract #</b>	<b>Phone #</b>	<b>Separate After Hrs #</b>
Ashley Smith Construction	Yes	Yes	4400025630	504-416-8997	
Continuum Restoration Services	Yes	Yes	4400025632	337-356-6013	
Guarantee Restoration Services	Yes	No	4400025547	225-753-8682	
Lemoine Disaster Recovery	Yes	Yes	4400025631	337-316-1496	833-999-9110 24hr
Servpro of Baton Rouge	Yes	Yes	4400025548	225-753-3434	225 590-0852 cell
United Fire and Water	Yes	Yes	4400025550	225-755-7923	225-771-9880 cell
<b>Region 2 Vendor List</b>	<b>Non-Catastrophe</b>	<b>CAT - Pres. Declared Disaster</b>	<b>Contract #</b>	<b>Phone #</b>	<b>Separate After Hrs #</b>
Ashley Smith Construction	Yes	Yes	4400025630	504-416-8997	
Continuum Restoration Services	Yes	Yes	4400025632	337-356-6013	
Guarantee Restoration Services	Yes	No	4400025547	225-753-8682	
Lemoine Disaster Recovery	Yes	Yes	4400025631	337-316-1496	833-999-9110 24hr
Servpro of Baton Rouge	Yes	Yes	4400025548	225-753-3434	225 590-0852 cell
United Fire and Water	Yes	Yes	4400025550	225-755-7923	225-771-9880 cell
<b>Region 3 Vendor List</b>	<b>Non-Catastrophe</b>	<b>CAT - Pres. Declared Disaster</b>	<b>Contract #</b>	<b>Phone #</b>	<b>Separate After Hrs #</b>
Ashley Smith Construction	Yes	Yes	4400025630	504-416-8997	
Continuum Restoration Services	Yes	Yes	4400025632	337-356-6013	
Guarantee Restoration Services	Yes	No	4400025547	225-753-8682	
Lemoine Disaster Recovery	Yes	Yes	4400025631	337-316-1496	833-999-9110 24hr
Servpro of Baton Rouge	Yes	Yes	4400025548	225-753-3434	225 590-0852 cell
United Fire and Water	Yes	No	4400025550	225-755-7923	225-771-9880 cell



**REGION 1**  
**3851 State Owned**  
**1262 Leased**

Ascension  
 Assumption  
 East Baton Rouge  
 East Feliciana  
 Iberville  
 Jefferson  
 Lafourche  
 Livingston  
 Orleans  
 Plaquemine  
 Pointe Coupee  
 St Bernard  
 St Charles  
 St Helena  
 St James  
 St John  
 St Tammany  
 Tangipahoa  
 Terrebonne  
 Washington  
 West Baton Rouge  
 West Feliciana

**REGION 2**  
**1313 State Owned**  
**420 Leased**

Acadia  
 Allen  
 Beauregard  
 Calcasieu  
 Cameron  
 Evangeline  
 Iberia  
 Jeff Davis  
 Lafayette  
 St Landry  
 St Martin  
 St Mary  
 Vermilion

**REGION 3**  
**3694 State Owned**  
**949 Leased**

Avoyelles  
 Bienville  
 Bossier  
 Caddo  
 Caldwell  
 Catahoula  
 Claiborne  
 Concordia  
 DeSoto  
 East Carroll  
 Franklin  
 Grant  
 Jackson  
 LaSalle  
 Lincoln  
 Madison  
 Morehouse  
 Natchitoches  
 Ouachita  
 Rapides  
 Red River  
 Richland  
 Sabine  
 Tensas  
 Union  
 Vernon  
 Webster  
 West Carroll  
 Winn

