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RISK MANAGEMENT OFFICE
Freehafer Hall
401 S. Grant Street
West Lafayette, IN 47907-2024
(765) 494-1690 • FAX (765) 496-1338
www.purdue.edu/Risk_MGMT

TO: Carol Shelby, M. Koppes, T. Adams, S. Gauger, M.J. Denkohoff, N.Grote, P. Jankowski
FROM: Mark W. Kebert
DATE: September 24, 2007
RE: Liability Claims Handling

Please accept this correspondence as a reminder of our claims handling process surrounding liability claims.

All liability coverage (general, auto, professional, etc.) is now underwritten through United Educators and our broker is A.J. Gallagher & Associates. As part of our arrangement with United Educators, we have contracted with a third-party administrator (TPA) to handle all liability claims on our behalf. Our TPA is Broadspire, and our account is serviced by their Livonia, MI office. Depending on the location of a particular claim, however, it may be handled by any one of Broadspire's worldwide offices.

As before, all claims or situations which could give rise to claims should be reported immediately to the Risk Management Office at 49-6134. However, if a situation arises after regular business hours and you are unable to reach Risk Management, please contact one of the following Crawford staff:

RMS Service Center Manager
Office: 1-734-420-6550

Flory Morisette, Adjuster
Office: 1-734-420-6383

Conditions which require immediate reporting are fatalities, injuries of a serious or life-threatening nature and occurrences involving multiple claimants.

Please do everything possible to preserve the accident scene until Broadspire's staff tells you otherwise. Fill out the [RM30](#), which is located out on the Risk Management website at: www.purdue.edu/risk_mgmt/Memos.

Please contact me directly with any questions or concerns.

Mark W. Kebert, AIC, CPCU
Risk Manager