

FAQ

1. We update our inventories on campus every year, but what if the value of a department's inventory greatly increases before that?

**State Fire and Tornado, the coverage is 90/10, meaning our contents limit needs to be within 90% of the total values. We don't want to over-insure or under-insure. If your total inventory per location increases more than 10% during the year, we need to increase the insurance coverage for that location immediately. Contact UND Risk Management at 7-2785.**

**Inland Marine is insured with Chubb Insurance/Thompson Insurance Agency. A detailed list of our inventory is given to the carrier prior to Sept. 1. If equipment is to be added or deleted during the policy period, contact UND Risk Management, 7-2785.**

2. Can forklifts and outdoor equipment be insured under a building if that forklift or outdoor equipment never leaves the complex?

**Yes**

3. A State Fleet vehicle damages UND property but there is no damage to the state fleet vehicle. Would it be covered by ND Risk Management or State Fire and Tornado.

**State Fire and Tornado (or Inland Marine). ND Risk Management does not cover UND property, they carry our liability.**

4. If UND employees use their personal cars for a workshop/seminar and they take UND property that is insured under State Fire and Tornado, would State Fire and Tornado cover the loss if someone broke into their personal cars and stole the UND property?

**Yes, if there are visible signs of forced entry and it was reported to the police (police report must be made available to State Fire and Tornado). All items should be moved to the trunk if possible.**

5. How is personal property taken off-premise insured?

**Personal Property *that is not intended to be used within, to maintain or service* the building or structure on its premises must be coded Off Campus if it gone from campus more than 7 consecutive days. It is insured thru Inland Marine.**

**Personal Property *that is intended to be used to maintain or service* the building or structure on its premises can remain coded to the building it is normally stored in if gone from campus for ninety (90) consecutive days or less. It is insured thru State Fire & Tornado.**

6. What location on our inventory sheets should be used for inventory that is taken off campus that will be specifically used for outdoor activities? What if the equipment is stored in a building or trailer and locked up at night?

**Inventory that is primarily used for outdoor activities off campus must be coded “OFF-CAMPUS”. It needs to be coded to this even if it is stored in a building or trailer at night as it is exposed to the outdoor elements during the day. If you do not code it to OFF-CAMPUS, there will be no insurance coverage. It needs to be insured through our Inland Marine carrier.**

7. Departments like Teaching & Learning that provide all types of equipment to support faculty at UND find it difficult to lock items when it is between classes.

**We should secure equipment whenever possible or when not in use. The use of Kensington locks to secure portable equipment to fixed objects should be done.**

8. Is UND property covered while in transit?

### **State Fire & Tornado Policy**

**Items damaged in transit in a vehicle must be caused by or the result of one of the following causes**

- 1) vehicle collision or upset**
- 2) theft**

**Items moved across campus must be transported in a University vehicle.**

## **Inland Marine Policy**

**With Inland Marine, it is worldwide coverage and insured at the scheduled amount including transit.**

**All inventory can be insured through Inland Marine and receive the Worldwide coverage. If the inventory is coded to a building, contact Office of Safety and it can be insured through Inland Marine until it is received back at UND and then it is insured under the building it is located in again. Must keep in contact with Office of Safety as to the departure of the item and the return of the item.**

9. How does the University insure boats, trailers, off road equipment, and GEM cars?

**These are insured through our Inland Marine policy and should be listed as On-CamArea on your inventory sheets.**

10. Is there coverage for faculty/staff personal property located at UND?

**To be insured, it must be in the care, custody and control of UND. This has to meet strict criteria and almost always personal items belonging to employees are not covered by UND insurance policies.**

11. Are items taken anywhere in the United States, Canada, and Puerto Rico covered by insurance?

**Property that is covered by State Fire & Tornado is covered in Canada and Puerto Rico, if gone "temporarily" (refer to #8). Property that is covered by Inland Marine is covered worldwide for the amount scheduled.**

12. How do we insure fences, towers, satellite dishes, etc.?

**Fences, towers, satellite dishes over \$5,000 should be insured separately with State Fire & Tornado for better coverage. Contact UND Risk Management at 7-2785 to insure these items. They should be coded as OUTDOOR.**

13. How to insure equipment valued over \$500,000 and the location code is "Off Campus" or OnAreaCam".

**Must contact UND Risk Management 7-2785 to have it insured.**

14. Can items be insured before they arrive on UND property?

**Items must be the property of UND and located on premise before items can be insured.**

15. How do we insure software?

**Software should be licensed and therefore, in the event of a loss, the department should be able to get another copy from the company.**

16. What if someone hacks into our computer and damages our research data or removes confidential information?

**There is no coverage for cyber terrorism.**

17. How do we insure data that is on our computers?

**All information on our computers should be backed up by a network or CD.**

18. How do we insure Fine Arts which includes manuscripts, works of art, antiques or rare articles (including etchings, pictures, statuary, marbles, bronzes, porcelains insured?)

**If determined to be Fine Art, must list as such on inventory sheets, and it will be insured through our Inland Marine provider at replacement cost.**

19. How do we insure heavy equipment, tractors, road machinery or similar property?

**These items must be inventoried as OnCamArea and then insured under our Inland Marine policy. The deductible currently is \$2,500.**

20. How do we insure items that leased/rented?

**Leased/rented items that are valued at \$100,000 or less are covered under our Inland Marine policy. There is no aggregate and no time limit. For example, if an item is valued at \$100,000 and it is leased/rented for 10 years. This item is covered under the Inland Marine policy. DO NOT LIST LEASED/RENTED EQUIPMENT ON YOUR INVENTORY SHEETS IF THE VALUE IS \$100,000 OR LESS. Departments may want to tag it so that they can keep track of the item. If item costs more than \$100,000, must contact Office of Safety to have it insured.**

21. How do we insure lawn, garden equipment, golf carts that service the campus of UND?

**Outdoor equipment (lawn and garden equipment) that is used to service the campus of UND, can be coded to the building location that it is stored in at night. The item must service the premises of UND. The item must not be located outdoors for 90 days or more. Motorized vehicles and equipment that is used for maintenance of roads must be coded "OnCamArea" and they are insured through Inland Marine.**

22. If I rent a trailer for a short period of time, how is this insured?

**This can be added to the Inland Marine coverage by contacting the Office of Safety. You should check with the facility renting the trailer as to whose responsibility it is to insure. If we insure it through the Inland Marine policy, remember the deductible is \$2,500. The vendor should be informed of this. Some trailers do not have a value of \$2,500.**

23. If a piece of equipment takes specialized installation, should we include the installation costs to the replacement cost of the item.

**Yes**

24. How are leased copiers insured?

**All leased copiers that are run through Sherri at Duplicating are insured by the vendor. If the department has purchased a copier, notify UND Risk Management of it with the following information: Date of lease or purchase, serial number, make & model, value.**

25. Is equipment installed in a non-owned vehicle or aircraft insured?

**Yes, if it coded to "Off Campus", it is insured through our Inland Marine policy.**

26. Are laptops and other equipment that are damaged while airborne insured?

**Yes, if it is coded to "Off Campus". There are no exclusions under the Inland Marine policy for items in an aircraft. There is no coverage with State Fire & Tornado if UND owned equipment is damaged while airborne or on a watercraft.**