



## Claims Reporting Requirements and Loss Forms

Please note the following procedures must be followed in the event of a property loss, cyber loss, or environmental emergency:

*All property, cyber, and environmental losses must be reported as soon as practicable upon knowledge that a loss has occurred.*

### **IN THE EVENT OF A PROPERTY LOSS:**

- 1) Follow your district procedures for reporting and responding to an incident;
- 2) Alert local emergency authorities, as appropriate;
- 3) Complete the Property Loss Form on page 2 and submit to the VCJPA, Attn: Brenneca Kidd via email, [bkidd@bickmore.net](mailto:bkidd@bickmore.net) or via fax: (855) 242-8919.

### **IN THE EVENT OF A CYBER PROPERTY LOSS:**

- 1) Follow your district procedures for reporting and responding to an incident;
- 2) Alert authorities, as appropriate;
- 3) Report the incident to Beazley Group *immediately* at: [tmbclaims@beazley.com](mailto:tmbclaims@beazley.com);

Be prepared to give basic information about the location and nature of the incident, as well as steps which have been taken in response to the incident.

The policy provides a \$500,000 aggregate limit for privacy notification costs. If you utilize a Beazley vendor, the limit is increased to \$1 million. Please contact Beazley for a list of approved vendors.

- 4) Complete the Cyber Loss Form on page 3 and submit to the VCJPA, Attn: Brenneca Kidd via email, [bkidd@bickmore.net](mailto:bkidd@bickmore.net) or via fax: (855) 242-8919.

*All Cyber losses must be reported as soon as practicable upon knowledge that a loss has occurred.*

### **IN THE EVENT OF AN ENVIRONMENTAL EMERGENCY:**

- 1) Follow your district procedures for reporting and responding to an incident;
- 2) Alert local emergency authorities, as appropriate;
- 3) Report the incident to ACE Environmental Risk *immediately* at: 888-310-9553 or use ACE Alert App;

Be prepared to give basic information about the location and nature of the incident, as well as steps which have been taken in response to the incident. You will be contacted by a trained representative of ACE to discuss further response steps as soon as possible.

- 4) Complete the Environmental Risk Loss Form on page 5 and submit to the VCJPA, Attn: Brenneca via email, [bkidd@bickmore.net](mailto:bkidd@bickmore.net) or via fax: (855) 242-8919.

*DO follow your district's detailed response plan; DO contact your management as well as appropriate authorities; DO ensure anyone who could come in contact with a spill or release is kept away; DO NOT ignore a potential spill or leak; DO NOT attempt to respond beyond your level of training or certification*



# FIRST NOTICE OF PROPERTY LOSS

VCJPA

1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833

## SUBMIT COMPLETED FORM TO:

VCJPA, Attn: Brenneca Kidd, via email: bkidd@bickmore.net OR via fax: 855.242.8919

**All property losses must be reported as soon as practicable upon knowledge of a loss.**

*For questions, please contact Brenneca at (800) 541-4591, ext. 4640*

**1. TODAY'S DATE:** \_\_\_\_\_

**2. TYPE OF CLAIM (check all that apply):**     Real Property     Personal Property     Other

### 3. DISTRICT NAME/CONTACT INFORMATION:

Vector Control Joint Powers Agency (VCJPA) and its Member:

District: \_\_\_\_\_

Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### 4. LOSS INFORMATION:

Date of Incident: \_\_\_\_\_

Location of Loss: \_\_\_\_\_

Probable amount of loss (if known): \$ \_\_\_\_\_

\_\_\_\_\_

### 5. DESCRIPTION OF LOSS AND DAMAGE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 6. LIST ANY ATTACHED DOCUMENTATION:                      (check if none)

\_\_\_\_\_

\_\_\_\_\_

Name of Person Completing This Form:

Signature:

\_\_\_\_\_

\_\_\_\_\_



# FIRST NOTICE OF CYBER PROPERTY LOSS

VCJPA

1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833

## SUBMIT COMPLETED FORM TO:

VCJPA, Attn: Brenneca Kidd, via email: [bkidd@bickmore.net](mailto:bkidd@bickmore.net)

OR via fax: (855) 242-8919

**All cyber property losses must be reported as soon as practicable upon knowledge of a loss.**

*For questions, please contact Brenneca (800) 541-4591, ext. 4640*

### 1. TODAY'S DATE:

\_\_\_\_\_

### 2. DISTRICT NAME/CONTACT INFORMATION:

Vector Control Joint Powers Agency (VCJPA) and its Member:

District: \_\_\_\_\_

Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### 3. LOSS INFORMATION:

Date of Incident: \_\_\_\_\_

Location of Loss: \_\_\_\_\_

### 4. DESCRIPTION OF LOSS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 5. LIST ANY ATTACHED DOCUMENTATION: (check if none)

\_\_\_\_\_  
\_\_\_\_\_

Name of Person Completing This Form: \_\_\_\_\_

Signature: \_\_\_\_\_



# FIRST NOTICE OF CYBER PROPERTY LOSS

VCJPA

1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833

## Per APIP Insurance Policy:

### A. NOTICE OF CLAIM, LOSS OR CIRCUMSTANCE THAT MIGHT LEAD TO A CLAIM

1. If any **Claim** is made against the **Insured**, the **Insured** shall, as soon as practicable upon knowledge by the **Insured**, forward to the Underwriters through persons named in Item 9.A. of the Declarations written notice of such **Claim** in the form of a telecopy, or express or certified mail together with every demand, notice, summons or other process received by the **Insured** or the **Insured's** representative; provided that with regard to coverage provided under Insuring Agreements I.A. and I.C., all **Claims** made against any **Insured** must be reported no later than the end of the **Policy Period**, in accordance with the requirements of the **Optional Extension Period** (if applicable), or within thirty (30) days after the expiration date of the **Policy Period** in the case of **Claims** first made against the Insured during the last thirty (30) days of the **Policy Period**.
2. With respect to Insuring Agreement I.B. for a legal obligation to comply with a **Breach Notice Law** because of an incident (or reasonably suspected incident) described in Insuring Clause I.A.1 or I.A.2, such incident or reasonably suspected incident must be reported as soon as practicable during the **Policy Period** after discovery by the Insured. For such incidents or suspected incidents discovered by the **Insured** within 60 days prior to expiration of the Policy, such incident shall be reported as soon as practicable, but in no event later than 60 days after the end the **Policy Period**, provided; if this Policy is renewed by Underwriters and covered **Privacy Notification Costs** are incurred because of such incident or suspected incident reported during the 60 day post **Policy Period** reporting period, then any subsequent **Claim** arising out of such incident or suspected incident is deemed to have been made during the **Policy Period**.
3. With respect to Insuring Agreements I.A. and I.C., if during the **Policy Period**, the **Insured** first becomes aware of any circumstance that could reasonably be the basis for a **Claim** it may give written notice to Underwriters in the form of a telecopy, or express or certified mail through persons named in Item 9.A. of the Declarations as soon as practicable during the **Policy Period** of:
  - a. the specific details of the act, error, omission, or **Security Breach** that could reasonably be the basis for a **Claim**;
  - b. the injury or damage which may result or has resulted from the circumstance; and
  - c. the facts by which the **Insured** first became aware of the act, error, omission or **Security Breach**.

Any subsequent **Claim** made against the **Insured** arising out of such circumstance which is the subject of the written notice will be deemed to have been made at the time written notice complying with the above requirements was first given to the Underwriters.

4. A **Claim** or legal obligation under section X.A.1 or X.A.2 above shall be considered to be reported to the Underwriters when written notice is first received by Underwriters in the form of a telecopy, or express or certified mail or email through persons named in Item 9.A. of the Declarations of the **Claim** or legal obligation, or of an act, error, or omission, which could reasonably be expected to give rise to a **Claim** if provided in compliance with sub-paragraph X.A.3. above.

(Cyber)



# FIRST NOTICE OF ENVIRONMENTAL PROPERTY LOSS

VCJPA

1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833

## SUBMIT COMPLETED FORM TO:

VCJPA, Attn: Brenneca Kidd, via email: [bkidd@bickmore.net](mailto:bkidd@bickmore.net)

OR via fax: (855) 242-8919

**All environmental property losses must be reported within 7 days of discovery.**

*For questions, please contact Brenneca at (800) 541-4591, ext. 4640*

**1. TODAY'S DATE:** \_\_\_\_\_

**2. TYPE OF CLAIM (check all that apply):**     **Pollution Incident**     **Potential Claim**     **Other**  
 **3<sup>rd</sup> Party Claim**     **Litigation Initiated**

### 3. DISTRICT NAME/CONTACT INFORMATION:

Vector Control Joint Powers Agency (VCJPA) and its Member:

District: \_\_\_\_\_

Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### 5. LOSS INFORMATION:

Date of Incident: \_\_\_\_\_ Claimant Name/Address: \_\_\_\_\_

Location of Loss: \_\_\_\_\_

### 6. DESCRIPTION OF LOSS AND DAMAGE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 7. LIST ANY ATTACHED DOCUMENTATION:    (check if none)

\_\_\_\_\_  
\_\_\_\_\_

Name of Person Completing This Form: \_\_\_\_\_

Signature: \_\_\_\_\_



# FIRST NOTICE OF ENVIRONMENTAL PROPERTY LOSS

VCJPA

1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833

**Per APIP Insurance Policy:**

## VII. REPORTING AND COOPERATION

- A.** The “insured” must see to it that the Insurer receives written notice of any “claim” or “pollution condition”, as soon as practicable, at the address identified in Item 7.a. of the Declarations to this Policy. Notice should include reasonably detailed information as to:
1. The identity of the “insured”, including contact information for an appropriate person to contact regarding the handling of the “claim” or “pollution condition”;
  2. The identity of the “covered location” or “covered operations”;
  3. The nature of the “claim” or “pollution condition”; and
  4. Any steps undertaken by the “insured” to respond to the “claim” or “pollution condition”. In the event of a “pollution condition”, the “insured” **must also take all reasonable measures to provide immediate verbal notice to the Insurer.**
- B.** The “insured” must:
1. As soon as practicable, send the Insurer copies of any demands, notices, summonses or legal papers received in connection with any “claim”;
  2. Authorize the Insurer to obtain records and other information;
  3. Cooperate with the Insurer in the investigation, settlement or defense of the “claim”;
  4. Assist the Insurer, upon the Insurer’s request, in the enforcement of any right against any person or organization which may be liable to the “insured” because of “bodily injury”, “property damage”, “remediation costs” or “legal defense expense” to which this Policy may apply; and
  5. Provide the Insurer with such information and cooperation as it may reasonably require.
- C.** No “insured” shall make or authorize an admission of liability or attempt to settle or otherwise dispose of any “claim” without the written consent of the Insurer. **Nor shall any “insured” retain any consultants or incur any “remediation costs” without the prior express written consent of the Insurer, except in the event of an “emergency response”. (Emergency Response coverage is limited to the first 7 days)**
- D.** Upon the discovery of a “pollution condition”, the “insured” shall make every attempt to mitigate any loss and comply with applicable “environmental law”. The Insurer shall have the right, but not the duty, to mitigate such “pollution conditions” if, in the sole judgment of the Insurer, the “insured” fails to take reasonable steps to do so. In that event, any “remediation costs” incurred by the Insurer shall be deemed incurred by the “insured”, and shall be subject to the “self-insured retention” and Limits of Liability identified in the Declarations to this Policy.

