

Office of Risk Management  
State of Louisiana  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

**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



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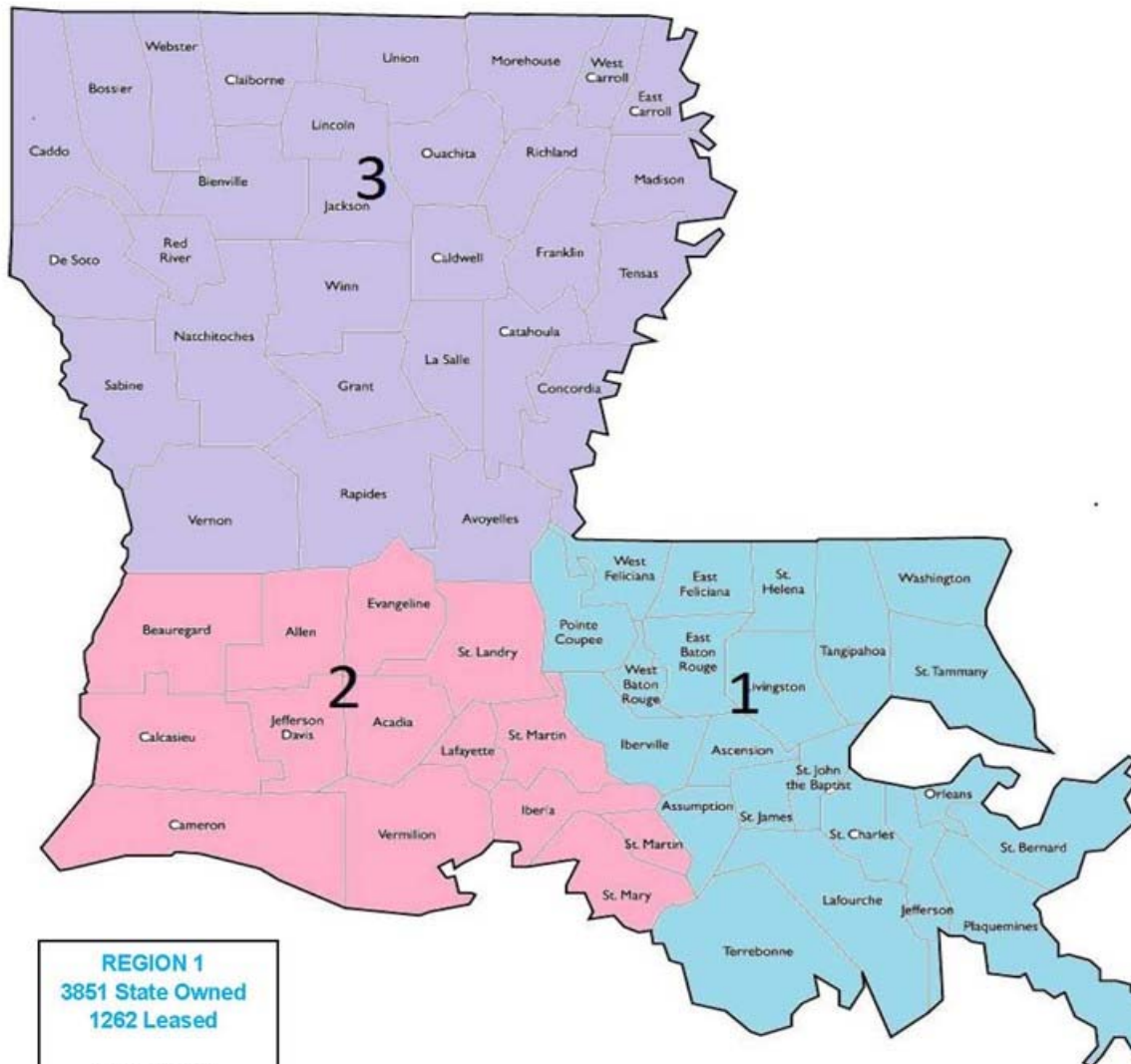
Sherry Price  
State Risk Administrator  
Property Claims and Disaster Recovery

STATEWIDE REMEDIATION CONTRACT VENDORS LIST

Contracts ends 10/06/2024

Contract extensions in progress

| Region 1 Vendor List           | Non-Catastrophe | CAT - Pres. Declared Disaster | Contract # | Phone #      | Separate After Hrs # |
|--------------------------------|-----------------|-------------------------------|------------|--------------|----------------------|
| 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    |
| Region 2 Vendor List           | Non-Catastrophe | CAT - Pres. Declared Disaster | Contract # | Phone #      | Separate After Hrs # |
| 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    |
| Region 3 Vendor List           | Non-Catastrophe | CAT - Pres. Declared Disaster | Contract # | Phone #      | Separate After Hrs # |
| 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

## CATASTROPHE CLAIM REPORTING

Notifications will be sent out by Sedgwick advising when this form should be used. It will be used to report six or less locations with damage at the same facility (site code). The form can be used to report Fine Arts, Equipment Breakdown, Bridge, and Fixed Marine Facilities claims that fall under Property Claims.

When completed email this form to **lastorms@sedgwick.com**

**Click in the first field (Report by Name), then use the tab button to move between fields.**

| AGENCY INFORMATION AND CLAIM REPORTING DATES |                         |                            |
|----------------------------------------------|-------------------------|----------------------------|
| Reported by Name:                            | Date of Loss:           | Date Reported to Sedgwick: |
| Reported by Phone:                           | Agency Contact Name:    |                            |
| Agency Name:                                 | Agency Contact Phone #: |                            |
| Agency Address:                              | Agency Contact Fax #:   |                            |
|                                              | Agency Contact Email:   |                            |

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