



THE UNIVERSITY OF NORTH CAROLINA

AT

CHAPEL HILL

Insurance & Risk Management Department
Telephone: 962.7360
Facsimile: 962.0636

The University of North Carolina at Chapel Hill
Campus Box 1100, 440 West Franklin Street
Chapel Hill, NC 27599-1100

December 16, 2002

To: Deans, Directors and Department Chairs
From: Steve Kenny, Director of Insurance & Risk Management
Subject: Federal Assistance for Winter Storm 2002

As a result of the winter storm on December 4th-5th, Orange County is one of 33 North Carolina counties declared a major disaster area by President Bush. This declaration means the University will be entitled to federal assistance for many of our storm-related costs. Typically, this assistance is limited to 75% of our *additional* costs related to:

- ?? *Emergency protective measures* - materials, equipment or rented equipment, contract work and overtime labor used to protect life or property before, during and after the storm
- ?? *Debris removal* - materials, equipment or rented equipment, contract work and overtime labor used for debris removal or other related clean-up costs
- ?? *Uninsured structural damage* - direct physical storm damage to our buildings, roads and equipment not otherwise covered by the University's insurance

This federal assistance program does not provide for loss of revenues arising out of our business interruption.

If your department incurred expenses as described above and wish to pursue this assistance, please notify me promptly via email at steve_kenny@unc.edu. The Insurance & Risk Management Department will serve as the University's point of contact for submitting our claim.

In order to recover these costs, you will need to provide documentation of your labor, equipment and materials. Please be sure that all your claimed costs are supported with payroll records, invoices, work orders or other related documents. I will follow up with you to obtain your supporting documentation and to assure it is formatted as required by the Federal Emergency Management Agency (FEMA).



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All the University's costs will be submitted at one time as one claim. Once I have received the necessary documentation from all departments, I will file our claim and notify you when we are reimbursed.

Please feel free to call me at 962-7360 if you have any questions.