

To Insure Or Not To Insure...

Insurance considerations in
DISASTER PLANNING



Identify Your Assets

- Real Property: Buildings or Structures
 - Personal Property: Archives, Permanent and Temporary Collections, Loans, Furniture, Office Equipment, Stored Data
 - Vehicles: Owned or Leased
 - Liability: Employee, Public
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Identify the Risks

General Considerations

Risks need to be identified on an individual basis...

- Natural Disasters: Wind, Lightning, Earthquake, Flood
- Structural Malfunctions: Furnace, Steam or Water Pipes, Collapse

Identify the Risks

- Theft: Internal or External
- Vandalism
- Fire



Identify the Risks

- Breakage
- Physical Movement of Items: Transit, Storage, Setting Exhibitions, Transport within the museum

Post Loss Needs

- Temporary Storage
- Business Interruption
- Extra Expense

Insurance

An insurance policy is a written contract between and Insurer and an Insured.

Your Policy will cover losses due to predetermined perils subject to various conditions, exclusions and limitations.

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Insurance

Options for Insuring...

- Insurance Policy purchased through an Agent or Broker.
- 1. Full Coverage
- 2. Limited Coverage

Insurance

- 3. Business Auto
- 4. Combination of the above

Insurance

- Self-insure, either completely or partially

This option involves a disciplined program of setting funds aside in a special account in order to pay for losses should they occur. This would be like paying premium dollars to yourself. Care must be taken not to use these funds to cover a shortfall in another account.

Insurance

➤ Non-Insure

This option involves your institution...


ASSUMING THE ENTIRE RISK!

BE CAREFULL

Common Interests

- Insurance companies and your institution

Decisions for providing coverage and your ultimate decision on what coverage to purchase are based on a number of things...



Common Interests

1. Recordkeeping: including descriptions and locations
2. Valuations: assistance can be provided from Galleries, Auction Houses and various appraisal associations such as the ISA, AAA and ASA.

Common Interests

3. Loss control systems and procedures: including burglar and fire alarm systems, sprinkler systems, CCTV, training programs and...

DISASTER PLANS!

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Common Interests

A combination of these and other criteria may be required to prove your loss, and determine coverage by, your insurance company



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