GPC Risk Management Policy Overview

The Georgia Perimeter College Office of Risk Management provides insurance coverage, managing and administering claims to ensure appropriate resolution, cost-effectiveness, identifying loss exposures, and promoting loss control. Through these efforts, GPC Office of Risk Management assures good stewardship of state funds and the protection of state assets. The GPC Risk Management Office ensures the college is in compliance with the with the State of Georgia Department of Administrative Services (DOAS) Risk Management Department, Comprehensive Loss Control Program (CLCP), ensures all Buildings, Land, Leases and Inventory owned by the college are accurately accounted for in the BLLIP database, ensure that all Property and Automobiles are properly insured with the State of Georgia according to their market value. The mission of the Risk Management Coordinator is to process, evaluate, investigate and resolve general liability, vehicle accident and property claims in compliance with the State of Georgia Risk Management Office Policies and Procedures on behalf of the college.

Types of Risk Management Claims

The GPC Risk Management Office files General Liability, Automobile and Property Risk Management claims with the Department of Administrative Services Risk Management Office. The General Liability claim is a claim that involves incidents concerning students and or visitors to GPC campuses and or GPC vehicles. An Automobile Risk Management claim is a claim that is filed when a GPC vehicle is involved in an accident on or off campus. A Property Risk Management claim is filed when there is water, fire and or other damages to a GPC building.

Property loss procedures and filing a Risk Management claim

When property belonging to Georgia Perimeter College is lost, damaged and or stolen, it needs to be reported to the Department of Logistical Services Property Coordinator immediately so that a claim can be filed with the Georgia Department of Risk Management. The following procedures should occur:

1. First a police should be filed stating the type of equipment that was stolen, location of equipment, serial numbers, price of equipment and inventory numbers. (See Note below)
2. Property Coordinator is responsible for reporting the loss to the DOAS Risk Management Office for insurance purposes.
3. A copy of the police report is to be sent to the Property Coordinator. This report will be kept on file for audit and inventory references.
4. The property Coordinator will need to obtain a copy of the Purchase order and or receipt the item was purchased on. If the item was donated a copy of the paperwork showing proof of the donation needs to be obtained also. A separate file for any lost, stolen or damaged items is to be maintained by the Property Coordinator.

The following information will be sent to the Risk Management Coordinator:

A. A copy of the police report

B. A copy of the invoice and or Purchase Order the lost, stolen and or damaged item was purchased with.

C. A copy of all inventory tracking information: barcode number, serial number, original cost of item, depreciated cost (if applicable) custodian equipment assigned too and the department item assigned too.

Note: PERSONAL PROPERTY – property that is brought onto college premises is not covered under the State of Georgia Insurance Policy.

BLLIP—Buildings, Land and Leases of Property Inventory

BLLIP is an interactive web-based geographical information system designed to enable registered users to query, search and generate reports using real time information about State owned and leased properties and buildings. The Georgia State Financing and Investment Commission, the State Properties Commission, and the Georgia Building Authority have compiled this consolidated inventory in collaboration with State entities and the Information Technology Outreach Services (ITOS) division of the Carl Vinson Institute of Government, University of Georgia.

In the BLLIP database, Leases refers both to commercial leases administered by the Division of Leasing, State Properties Commission and executed on behalf of State entities as well as leased properties held by State entities involving acreage; State Owned Buildings refers to those facilities owned by the State and State entities; and State Owned Lands means property (land) owned and held in the name of the State of Georgia or by State entities.

Georgia Perimeter College Risk Management Coordinator is responsible for uploading and maintenance of the BLLIPS database.
Adding or Updating a new building, lease or land information in BLLIP

When a new building, land or lease needs to be added to BLLIP, the following procedures need to be completed.

1. A copy of the building floor plans, land deed and or lease agreement needs to be collected from the GPC Campus Planning and Projects Department. These items will be used to add and or update data in the BLLIPS database.

2. A copy of these items will be sent to the GPC Inventory Coordinator to update to the Inventory database (PeopleSoft).

3. A file will be maintained for all updates, additions and changes to BLLIPS.

Removal of buildings, land and leases from BLLIPS

In order to remove buildings, lands and leases from BLLIPS, proper documentation showing the sale of a building, transfer or sale of land and terminations of leases will have to be submitted to the Logistical Services Associate Director for review. Once the documentation is reviewed, the Logistical Services Associate Director will forward documentation to the Risk Management Coordinator to be updated in BLLIPS and sent to the Inventory Coordinator to be updated in the PeopleSoft Inventory database.

Vehicles

Adding a vehicle to the Insurance policy

When a vehicle is either purchased, donated and or transferred to Georgia Perimeter College it will be added to the insurance policy within 3 days of physically arriving on GPC property.

The following procedures need to be completed.

1. A copy of the Purchase order, Transfer documentation and or Donation documentation needs to be submitted to the Risk Coordinator, Fleet Manager and Inventory Coordinator.
   *If the vehicle is being donated or transferred, the value of the vehicle needs to be determined prior to adding it to the college’s vehicle insurance policy and inventory database.*

2. The vehicle information needs to be uploaded to VITAL by the Fleet Coordinator.

3. The Department of Administrative Services Fleet Support Services will upload the vehicle’s information from VITAL and add the vehicle to the college’s insurance policy.
Deleting a vehicle from the Insurance policy

Once a vehicle is no longer needed by the college because of it being non-operational, totaled in an accident, transferred or surplus; a request along with supporting documentation needs to be sent to the Department of Administrative Services Risk Management office for deletion from the insurance policy. Documentation concerning the disposal of the vehicle needs to be sent to the GPC Inventory Coordinator and the GPC Fleet Manager.

Accident Review Board----developing

*Please see the BOARD of REGENTS of the University System of Georgia Property Management manual Sections 7.0 thru 16.1.4 and The Department Of Administrative Services Surplus Property Disposal Guide.*