Property Insurance Protection Plan (PIPP) – FY 2016
Frequently Asked Questions (FAQ)

What types of property are eligible for this insurance?
Computers, cameras, laboratory equipment, scientific instruments and some reagents and chemicals.

What types of property are not eligible?
In general vaccines, notebooks, money and securities, paper, pens, pencils and similar items.
An individual’s personal property is also not covered (e.g. clothing, shoes, cell phones, backpacks, etc.)
Software and data are not covered unless an arrangement with Risk Management is made at the time of enrollment. There may be an additional charge for this coverage.

What perils are covered?
Accidental damage, as well as theft, is covered, with the exception of operator error. All instances of operator error will be reviewed and evaluated on a case-by-case basis to determine to what extent, if any, they are covered under PIPP.

What perils are not covered?
Wear and tear, gradual deterioration, latent defects and damage resulting from repair or restoration is not covered.

Do I have to pay any portion of the cost for repair or replacement of insured items?
For each loss of less than $50,000, you will have to pay the first $250. For each loss of $50,000 or more, you will have to pay the first $1,000. These deductibles do not apply to computer theft (see below).

For computer theft, the following deductibles apply:
1. If your computer was secured with an Avdex security device – no deductible
2. If your computer was secured with a non-Avdex security device – $250 deductible
3. If your computer was not secured with any security device, or if the unit is stolen while off WCMC premises – $750 deductible

How to register and insure your property
Determine the type of coverage you would like – blanket or partial blanket – and complete the PIPP Enrollment Form on the Risk Management webpage (http://weill.cornell.edu/risk-management/insurance/enrollment_form.html). In addition, complete the Equipment Reporting Form for all equipment with a value of $200,000 or more (http://weill.cornell.edu/risk-management/forms/).

NOTE: Registration is not necessary for any equipment registered in a previous year.
Enrollment for FY 2016 will be open until August 28, 2015. Even if your department participated in the program for FY 2015, you must notify Risk Management if you
will be participating in the FY 2016 program. You also need to confirm the SAP account number to be used in charging your FY 2016 premium.

**What is the cost of the program?**
The rates for the FY 2016 program will be the same as for the FY 2015 program.

**How do I register and make my selections?**
The easiest way is to complete and submit the enrollment form on the Risk Management web page [http://weill.cornell.edu/risk-management/insurance/enrollment_form.html](http://weill.cornell.edu/risk-management/insurance/enrollment_form.html). Alternatively, you may contact Steve Galeotti in the WCMC Office of Risk Management via email (stg2009@med.cornell.edu), phone (212-746-6180) or fax (212-746-6661) with your enrollment information.

If you have any questions you can contact Steve (see above) or Tom Lawrence via email (tdl2001@med.cornell.edu) or phone (212-746-2416) for further information.

**What do I need to do in case of a loss?**
In case of loss, notify the WCMC Risk Management Department as soon as possible, and follow the procedures outlined in “What to Do In the Event of a Loss” flowchart.

When contacting Risk Management have the following information available:
- Department responsible for damaged/destroyed property
- Building and room number where property is/was located
- Brief description of the incident

At the time of notification, Risk Management will advise you on what further actions may need to be taken and will email you a claim form (alternatively, you can obtain a copy of the claim form [here](#)). Complete the claim form as soon as possible and return to Risk Management. A claim cannot be processed without a completed form being submitted.

Keep in mind the following additional points:
- Take pictures of the damaged property and the surrounding area.
- Take any reasonable actions to protect the property from further damage. Under NO circumstances should anyone put themselves in danger to protect the property.
- Do NOT discard damaged property until a representative from the Risk Management Department has had the opportunity to inspect and survey the damage.

In cases of theft, first report the loss to New York-Presbyterian Hospital security or the local police (New York-Presbyterian Security can be reached at 212-746-0911). Get a copy of the incident/security report, as it will need to be submitted along with the claim form.