

COOP WORKSHEET BY BUILDING

BUILDING/LOCATION #	City Hall 001-001		
DEPARTMENT	Administration	FEMA PA FUNDING OPPORTUNITY	
CRITICAL ASSET (1-5)	1 = Essential	DECLARED EVENT:	NO
FLOOD ZONE	SFHA AE	HAZARD MITIGATION OPPORTUNITY:	NO

INSURANCE COVERAGE

SCHEDULED VALUE: Building	\$1,500,000.00	SCHEDULED VALUE: Contents	\$300,000.00
INSURANCE: Property & Casualty	TMLIRP	INSURANCE: WindStorm	TWIA
INSURANCE: Flood Primary/Limits	NFIP \$500k	INSURANCE: Flood Secondary/Limits	TMLIRP TBD
INS DEDUCTIBLE: P&C	\$500.00	INS DEDUCTIBLE: WindStorm	5% \$75,000.00
INS DEDUCTIBLE: Flood (Primary)	\$1,250.00	INS DEDUCTIBLE: Flood (Secondary)	TBD

COVERAGE ENDORSEMENTS

EXTRA EXPENSE	\$50,000.00	BUSINESS INTERRUPTION	\$300,000.00
ORDINANCE & LAW	Included in Limits	PROPERTY-IN-THE-OPEN	\$25,000.00
VALUABLE PAPER	\$10,000.00	SIGNS (Not Attached to Bldg)	\$10,000.00
OTHER:	\$0.00	OTHER:	\$0.00

RISK ANALYSIS (Vulnerability/Impact)

WINDSTORM: Named Storm	High/Severe	CYBER: Information Technology	High/Severe
WINDSTORM: Tornado	Moderate/Severe	POWER OUTAGE (Prolonged)	Low/Minor
WINDSTORM: Hail	High/Low	SECURITY BREACH (External)	High/Significant
WINDSTORM: Winter/Ice	Low/Moderate	PANDEMIC (PPE Protocols)	High/Severe
FLOOD WATERS	High/Significant	OTHER: Wildfire/SinkHole/etc	Low/Negligible

TEAM LEAD & SUPPORT (Documentation & Reporting)

TEAM LEAD: Coordinator	Person 1	SUPPORT: Finance	Person 2
SUPPORT: HR/Risk Management	Person 3	SUPPORT: Logistics	Person 4

DAMAGE ASSESSMENT (Workflow Description)

Public Works responsible to coordinate initial damage assessment once all clear is given by Fire Chief. PW to roll-up reporting to EOC. PW to utilize Ride-Out Personnel provided by SynergyNDS to perform Assessments on Insured Buildings/Structures as part of TML offered TurnKey Recovery Program. Field Reports will be distributed to City Leadership/Departments immediately upon completion. Field Reports are also provided automatically to TML Claims Department as part of initial claim notification. TML Claim Rep will followup with designated City Contact on Coverage & applicable Next Actions.

LOGISTICS FOR OPERATIONAL RESUMPTION

PW to coordinate fuel top-off and additional deliveries direct with Vendor for Stand-By Generator. Fire Chief has sat-phone to communicate with external groups if cell service is disrupted. Police Chief will communicate with Verizon for COW System if needed and available. IT will have BGAN Terminal Unit avail to support critical internet accessibility if connectivity is impacted. Community Center is Option 1 to stand-up essential City Hall functions for Public Accessibility if building sustains damages that would present a public health or safety concern (as evaluated by Building Official). SynergyNDS to provide portable building solutions for setup at a location TBD if necessary. IT will self perform and coordinate with Vendors any temporary relocation of assets & hardware required for operational resumption (Internal or External Location). PIO will communicate to Public, if necessary, any changes to City Hall Operations &/or Operating Hours.

EMERGENCY RESPONSE & STABILIZATION DIRECTIVES

PW & Building Official will coordinate with SynergyNDS under the approved TML offered TurnKey Recovery Program for all services that are scheduled for TMLIRP Coverage and will be paid direct by the Risk Pool. All services otherwise not part of an approved TMLIRP Coverage Form will need to follow current Citywide procurement process managed through Purchasing Department. City Manager to engage TMLIRP TurnKey Recovery Program Election Form once services provided by SynergyNDS are approved by TML for applicable coverage application.

OTHER NOTES

City Hall has had a previous hail loss claim with TMLIRP and used BEST Roofing Program to procure subcontractors and repairs.

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