



Reporting a Property Insurance Claim – Hurricane

Siemens

Make sure that the area is safe and secure prior to entering.

- Take measures to ensure damaged items and evidence of the cause of the loss are preserved, where possible, and not disposed of.
- However, mitigation efforts that need to be taken immediately to successfully prevent worsening or additional damage should go forward immediately.
- Make sure to thoroughly document the process and take as many photographs as possible to account for the loss and damages.

Restoration

If remediation/restoration is necessary Siemens does have relationships with restoration companies/ cleanup companies. Sites are not obligated to use them, but it may help especially with the potential for a higher volume of incidents.

Belfor Contact Information

24 Hour Priority Hotline – 800.856.3333

<http://www.belfor.com/>

Siemens Account - 030407

Reporting the Claim

The loss needs to be reported into "ClARA" Claims-Reporting-Application as soon as possible.

[Report a Claim Here](#)

Important Details to Have:

Loss Details and Loss Type (Peril)

- Details related to where, how and what caused the damages to occur.
- If the details of loss are unknown, provide the type of loss being reported or damages sustained (i.e. water damage, fire, theft, natural disaster).

Property Damage Details

- Information regarding the type of property that sustained the loss. Is the damage to one of our buildings, to just the contents, infrastructure, vehicles, etc.

- What is the extent of the overall damages that are known? What is the value of the property involved in the loss?
- Do we have an estimated cost to repair?
- Do we have an estimated cost to replace?
- What is the value of the property?

Business Interruption – If known/applicable

- Will the location be closed or unable to operate as a result of the loss?
- Are there other circumstances that prevents the location from being able to function as normal?

Each facility should open a charge number specific to loss-related costs (including internal labor used to assess/address damages) and use it to segregate loss-related cost impacts.

Make sure to document expenses incurred in preparation for an impending storm, cleanup and recovery, including payments to third-parties and payroll records for employees that reflect the specific hours worked, tasks performed, and pay and overtime rates.

We understand that all of this information is always not immediately available. Provide as much detail as possible. Once further information of the loss or claim are known then it is prudent to contact your insurance contact. They will be able to have the information noted or added to the form as necessary.

Richard O'Connor

Head, Risk Management Insurance Americas

Richard.OConnor@siemens.com

+1 (732) 983-7422

Bruce Yesner

Director, Risk Administration

Bruce.Yesner@siemens.com

+1 (848) 256-2178