

PART OF THE BROWN & BROWN TEAM

SCHOOL PROGRAM

ITEMS NEEDED WITH SUBMISSION:

- 1. School information per attached applications, submitting agency, proposed effective date, bid date and pricing guidelines
- 2. Accord applications for each line of coverage requested. The Property Schedule of Values should include the following:
 - Square Footage
 - Year Built
 - Construction Type
 - Fire Protection Class
 - Note: Schools with >20% of blanket value in PC9 and PC10 are ineligible for the program
- 3. Supplemental applications for each line of coverage requested
- 4. Currently valued loss runs for current period plus 3 prior periods

toll free 800.382.8837 l phone 765.457.9161 l fax 765.868 -3310 www.ipep.com



K-12 School Application

-

Account Name								
Effective Date			Date Comple	eted				
General Information								
		-	tion Informatio					
Contact Name:			Contact Phone	e:				
Does the district	have a writter	Emergency Ac	tion Plan?	Yes	S No)		
		Pro	perty Section					
Yes No								
			nagement program?		_			
	Are all education	al buildings protecte	d by a central statior	n fire alarm	?			
			d by a central statior	_	arm?			
	Are there prese	ly any buildings with	h a roof over 20 year	s old?				
	WI	ch building(s):						
	N/A Ro	f Type(s):						
		uency of roof inspe	ction(s):					
	Exp	ected replacement y	vear(s):					
	Are there any va	ant buildings?						
		ch building(s):						
		at is/are the building	g(s) used for?:					
	ls t	e building planned f	for demolition?	Yes 🔲 I	No Year:			
		Genera	l Liability Secti	on				
Total number of emplo	yees:		Total num	ber of teacl	ners:			
Total number of K-8 stu	idents:		Total Pre-	K and Dayca	are Students:			
Total number of 9-12 st	tudents (<u>do not inc</u>	<u>de</u> those receiving v	vocation instruction f	rom <u>this</u> dis	strict):			
Total number of studer	nts receiving vocation	າ instruction from <u>th</u>	<u>nis</u> district:					
Total number of studer	nts participating in a	۱ internship or work	study:					
Total Annual Stadium R	eceipts (if applicab	2):						
Yes No								
	Are teachers or non-security personnel employees permitted to carry a weapon inside the school building? (If "Yes", this account does not qualify for EMC as this practice is not permitted within Company Guidelines)							
	Does the district		place to monitor emp			relationships with students,		
			ate sports competition	on?				
	ls t	e district in complia gations under the Sa	nce with	Yes	🗌 No	□ N/A		
	Does the district	ollow state sports c	oncussion policies ar	id laws?				

Yes	No						
		Does the d	listrict sponsor any special activities th	hat include	mechanical or a	musement rides or i	nflatables?
			Are rides/inflatables rented from a	a 3rd-party	vendor?	Yes	No No
			Is vendor responsible for setup and equipment?	d takedow	n of	Yes	🗌 No
		🗌 N/A	Are certificates required showing t additional insured?	he district:	as	Yes	No No
			Are maximum capacity and age lim	nits enforc	ed?	Yes	🗌 No
			How are the rides/inflatables super	rvised?			
			Number of times per year events w	vill include	rides or inflatab	les:	
		Does the d	istrict run any camps or clinics?				
			Approximate number of Athletic Ca	amp partio	ipants:		
		🗌 N/A	Approximate number of Fine Arts ((Music, Th	eatre, Art) partic	ipants:	
			Approximate number of other type	es of camp	participants:		
		Has the dis	strict implemented any of the followin	ng as part o	of a formal safet	/ program? (check all	that apply)
			Written safety program on use of r	machinery	- provided to all	students and staff	
			Shop/Lab Inspections with unsafe of	conditions	identified and c	orrections document	ed
			First aid materials present in each s	shop/lab			
			Periodic inspections of interior/ext	terior walk	ing surfaces		
			Snow and ice removal procedures				
			Visitor sign in procedures				
			Bleacher/Grandstand inspections				
			Playground equipment maintenand	ce and sur	face program		
			Quality control measures for food	preparatio	ns/storage		
			Physician, EMT, or other medical se	ervice prov	viders present at	all athletic events	
			Written discipline policy – provideo	d to all stu	dents and staff		
			Written sexual abuse policy – provi	ided to all	employees, volu	nteers, and students	
			Written employment policy requiri	ing backgr	ound checks on a	all employees	
			Written policy requiring backgroun	nd checks o	on all volunteers		
		Does the d	listrict own any <u>outdoor</u> bleachers or §	grandstan	ds?		
		🗌 N/A	Approximate seating capacity for a	all <u>outdoor</u>	bleachers or gra	andstands	
		Does the d	listrict offer or sponsor any trips that r	may involv	e an overnight s	tay?	
		□ N/A	Are waivers required?			Yes	No No
			Is school supervision required?			Yes	No No
		Does the d	istrict have or participate in any of the	e following	g activities? (che	ck all that apply)	
			Skiing		Foreign Travel		
			Rock Climbing		Use of guns		
			Horseback Riding		Trampoline us	e	
			Camping/Hiking		Archery		
			SCUBA Diving		Sky Diving		
			Whitewater Rafting		Other:		
		Are certific	cates of insurance required and retain	ed from a	l contractors do	ng work on school pr	emises?
		Is any wor	k performed for outside entities?] N/A 🗌	Auto Repair	Construction	Other:

🗌 None / Not App	licable	Day	care/ Preschool	/ Latch K	ey Program Sec	tion
Which of t	he following	programs does the distri	ct provide? (check all	that apply)		
	Daycare		Preschool		Latch Key	
	Maximum r	number of children for w	hich the center is licer	nsed:		
		enter provide care for phy ed children?	ysically or mentally		Yes	🗌 No
	Number of	licensed staff members:	Maximum	child to adul	t ratio:	
	Describe th	e indoor and outdoor pla				
	Do any of t	he above programs offer	field trips?		Yes	🗌 No
	🗌 N/A	Provide a brief descrip	tion:			
	Are written that apply)	procedures in place for	any of the following: (check all	Yes	🗌 No
		Medication distribution	n	Yes	🗌 No	
	_	Emergency Dismissals		Yes	🗌 No	
	□ N/A	Child check out for oth guardian	er than legal	Yes	No	
		Discipline – including c	orporal punishment	Yes	🗌 No	

Non	e / Not Ap	plicable	Swimming Pool S	Section	
Yes	No				
		Does the D	istrict have any diving boards or springboards?		
			Height of all boards:		
		□ N/A	Depth of water beneath boards:		
			Do boards, platforms, starting blocks, ladders and steps have slip resistant surfaces?	Yes	No No
		Is pool avai	ilable for rent?		
			Are Lifeguards or attendants on duty at all times the pool is open?	Yes	No No
		🗌 N/A	Frequency and purpose of pool rental:		
			Is eating and drinking allowed in the pool area?	Yes	No No
		Are glass co	ontainers permitted in the pool area?		
		Does the D	istrict have a waterslide?		
			Height of the waterslide:		
		∐ N/A	Depth of water beneath the waterslide:		
		Is pool in c	ompliance with Virginia Graeme Baker Pool and Safety Act?		

None	e / Not Ap	plicable				School	Security	Section	
Yes	No								
		Are the prepert personnel?	mises patroll	ed with sec	urity	Hou	ırs Present:		
						Numbe	er Armed	Number U	narmed
				Contracte Officers	ed				
Yes	No			District er Officers	mployed				
			Are all <u>arm</u>	ed_officers a	active, rec	ognized Pol	lice Officers i	n the school's state of re	sidence? 🗌 N/A
Complete	e this sect	ion only if the	officers are			ers shared v istricts or er		Yes	No No
		district employ		N/A		ficers provi			
				-	manual?			Yes	🗌 No
					reviewed personne	ies and pro d periodical el as part of	ly with	Yes	🗌 No
				-	procedu	e district hav res for any o g: (check all	of the	Yes	🗌 No
				-			Deadly fo	rce	
							, Non-Dea		
								-	
						<u> </u>		arassment	
								icable Disease	
					training I	ficers meet requiremen ed by the s	its	Yes	🗌 No
					included	f the follow as part of t (check all t	he hiring	Yes	🗌 No
				-	p			xamination	
						<u> </u>		g by interview board	
								physical examination	
							Backgrou	nd check	
							Other:		
				-				y with firearms:	
						ficers receiv llowing: (ch	ve training eck all that	Yes	🗌 No
				-			Stress Ma	anagement	
							Domestic	Conflicts	
								Negotiations	
						<u> </u>	-	iemical Weapons	
						<u> </u>			
							Use of Fi		
							Use of Ta		
				-			Coverag	ge / Limits Requested	
				-	\$1,00	00,000 / \$1,	.000,000	S1,000,000 / \$2,000	0,000
				-	Deductib	le Option:	☐ \$1,00	0 🗌 \$2,500 🗌 \$	5,000
				-	Medical	Payments:	\$5,00	0 🗌 \$10,000 🗌 N	one

				Auto Section		
Yes	No					
		Are MVR's c	IVR's checked before allowing a person to operate school owned vehicles?			
		Is Driver Tra	ining offered	1?		
		<u>-</u>	Does the D	istrict have a driver education car?	Yes	🗌 No
			□ N/A	Does the car have dual controls?	Yes	🗌 No
				Which auto(s) is/are driver ed. cars?		
		Are district of	owned buses			
				trict implemented a Fleet Safety Program ny of the following? (check all that apply)	Yes	No
				Annual monitoring of driving records		
			□ N/A	Distracted Driver policy		
				Cameras on buses		
				Hiring Standards including the followi	ng: check all that ap	iply)
				MVR Check		
				N/A Driver Age		
				Experience		
		Is the Distric	ct contracting	g a licensed and insured firms or Independent Con	tractors?	
		-	Does the fi	rm carry a minimum of \$1,000,000 CSL?	Yes	🗌 No
		<u>-</u>	Is the distri	ict shown as an Additional Insured?	Yes	🗌 No
		-	Does the d	istrict run MVR's?	Yes	🗌 No
		-	Does the d	istrict run Background Checks?	Yes	🗌 No
		-	Number of	firms or contractors the district contracts with:		
		-	Cost of Hire	2:		
				Inland Marine Section		
Yes	No					
		Is Dwelling l	Under Consti	ruction coverage needed for shop class purposes?		
		□ N/A -	Address:			
		,,,.	Protection	Class: Coverage Limi	t:	

			Crime Section				
Yes	No						
		Is Acord 14	1 completed? (Required)				
		Are Passwo	ords used to access the computer system?				
			How often are passwords changed?				
		🗌 N/A	Does the system lock after repeated unsuccessful sign-on attempts?	Yes	No		
			Does the District change passwords after an employee leaves?	Yes	No		
		Does softw	Does software automatically lock after periods of inactivity?				
	Note:	lf over \$10	If over \$100,000 of Crime coverage is requested, supplemental Crime Questionnaire will be required.				
		Is Compute	Is Computer Fraud being requested?				
			Do Computers have up-to-date virus checking software?	Yes	No		
			Are firewall software programs used in your computer?	Yes	No		
			Is a written computer policy strictly enforced?	Yes	No No		
			Are computer monitors located in a manner that limits unauthorized viewers from seeing the screens?	Yes	No		
		□ N/A	Do you transfer funds or other assets by computer, telephone, or other wire method?	Yes	No No		
			Is a password required to access the transfer system?		No		
			Name(s) and Position(s) of those authorized to make tr	ansfers:			
			Is requested Computer Fraud limit over \$100,000? (if yes, please contact underwriting for Computer Fraud Questionnaire)	Yes	No		

Number of Employees who handle money or securities:

CyberSolutions Section								
Limits Reque	sted	\$50,000	\$100,000	\$250,000	\$500,000	\$1,000,000	No Coverage Requested	
	Data Compromise							
	Cyber Liability							

Yes	No	
		Has the district suffered a breach of personal information in the last 12 months?
		Does the district conduct background screens for prospective employees?
		Is there a posted document retention/destruction policy in place?
		Does the district centrally maintain regularly updated computer security measures on all computers?
		Are the districts employee, customer and other physical records maintained in a separate and secure environment with limited access?
		Is access to personal information restricted by job position?
		Is there an employee responsible for the security and privacy of information?
		Does the district have a comprehensive Information Security and Privacy Policy?
		Does the district provide regular security training/information to all people who have access to personally identifying information, whether in paper or electronic format?
		Are all users issued unique ID's and passwords when connecting to or accessing the internal network?
		Does the district back up computer data and store it off site?
		Does the district use encryption techniques for secure communications and the transfer of confidential information?

	I	Linebacker (Employment Practices and E	rrors & Omiss	ions) Secti	on			
Yes	No							
		Does the district have a written administrative procedu student records – right to privacy?	Does the district have a written administrative procedure to assure compliance with federal law pertaining to student records – right to privacy?					
		Is the district involved in any disputes regarding integra	ation, segregation,	or school busir	ıg?			
		Has any school been closed or school activities disrupte	ed during the past t	hree years due	e to student c	or teacher		
		strikes or action? Does the district have special education programs and, or physically disabled?	or facilities for the	developmenta	illy, mentally,	emotionally,		
		Does the district have written policies and procedures all that apply)	for any of the follow	wing as they pe	ertain to <u>stud</u>	<u>ents</u> ? (check		
		Suspensions	Expulsion					
		Corporal Punishment	Possession of	Weapons				
		Drug Testing and Searches	Sexual Miscor	nduct				
		Bullying						
		Has the district established written guidelines for report sexual harassment) brought by students?	rting and investigat	ing allegations	of harassme	nt (including		
		Has the district developed written guidelines for report authorities?	ting instances of su	spected child a	buse to prop	er		
		Does the district plan to merge with another school wi	thin the next three	years?				
		Has any district bond proposal been defeated by voter	s within the past th	ree years?				
		Was or will a modified proposal be submitted?	Yes	🗌 No		□ N/A		
		Does the district do any data processing or computer s	oftware developme	ent for others?				
		Does the district have a human resources coordinator	or someone respon	sible for emplo	oyment matte	ers?		
		Does the district have a written manual including all pe	ersonnel policies an	d procedures?				
		Is the manual distributed to all empl	oyees?	Yes	🗌 No	□ N/A		
		Does the employee manual include rights to change/modify/terminate p		Yes	🗌 No	□ N/A		
		N/A Does the manual ask the employee t acknowledging they have received a the manual?		Yes	🗌 No	□ N/A		
		Is the manual reviewed by counsel e qualified in employment law?	experienced and	Yes	🗌 No	□ N/A		
		Does the district have a written policy with respect	t to sexual and non-	-sexual harassr	nent?			
		Does the district have a formal written procedure	for employee dispu	tes/complaints	;?			
		Does the district have a written progressive discipl	inary procedure?					
		Have any EEOC complaints been filed within the pa	ast three years?					
		Has any employee, former employee, or job applic of its officials or employees within the past three y any job?						
		Has any official or employee been involuntarily dis any staff reductions anticipated within the next tw	-	yment within t	the past three	e years or are		
		Does the district consult with its Human Resources employee?	Department or ou	tside counsel p	prior to dismis	ssing any		
		Is a criminal background check completed on all er	mployees?					
		Are there any pending or ongoing claims against an may fall within the scope of this proposed or simila described in this application?	-					
		Has similar insurance on behalf of the district beer	declined, cancelle	d or non-renev	ved?			

Total Income	for current fis	scal year (other than	n borrowed	l funds.): \$ Total Deficit/Surplus: \$			
Number of Bo	oard Members	s:					
Coverage Rec	quested	Occurrence		Claims Made Retro Date:			
Limits Reques	sted			\$100,000 Each Loss / \$1,000,000 Aggregate			
	\$250,000 Each Loss / \$1,000,000 Aggregate						
		_		\$500,000 Each Loss / \$1,000,000 Aggregate			
				\$1,000,000 Each Loss / \$1,000,000 Aggregate			
		_		\$1,000,000 Each Loss / \$2,000,000 Aggregate			
		_					
Optional Cove	erages	Yes	🗌 No	Loss of Salary/Fringe Benefits (subject to availability)			
		Yes	🗌 No	Limited Errors and Omissions – School Professionals			
Restrictive En	dorsement	Yes	🗌 No	Board Members and Organization Only as Insured?			
			Claims	s Made Prior Acts Section			
Yes	No						
Does Applicant know of any claim that has been made and/or is now pending which was not covered by th previous insurer(s) but could be covered under the scope of this insurance?							
		Does the Applica of this insurance		y knowledge of an occurrence, which might result in a future claim under the scope			
		None		notified the previous insurer(s) in writing with details of all known claims as well as			

Total Expenditures for current fiscal year (other than for projects financed by bonds): \$

Previous Carrier Information (for previous coverage written on a Claims Made form)

incidences which might lead to future claims within the scope of this insurance?

	Linebacker (EPLI / E&O)	Employee Benefits	Abuse / Molestation	Law Enforcement
Name of Prior Carrier				
Policy Limits				
Prior Coverage Effective Dates				
First year in Claims Made				
Proposed Retro Date				

Prior Acts Disclosure

The undersigned authorized officials of the applicant's governing body declare that to the best of their knowledge the statements set forth herein are true. The undersigned agrees that if the information supplied on this questionnaire changes between the date of this questionnaire and the effective date of the insurance, the undersigned will immediately notify the company of such changes, and the company may withdraw or modify and outstanding quotations and/or authorization or agreement to bind any insurance.

Private School Section (If Applicable)

General Information Section					
Tax Filing Status:		For Profit Not for Profit			
Yes	No				
		Does the school have any boarding or dormitory exposures? (if "Yes", this school will not qualify with EMC)			
		Do school educators, at a minimum, meet the state educational requirements?			
		If "No", please explain:			
		Is the school a 501(c)(3)?			
Inclu	uded				
		Please include a copy of the most recent financial statement for the school.			

Admissions Process Section				
Yes	No			
		Are there requirements for proof of age?		
		Are there requirements for proof of immunization?		
		Are there requirements for proof of residence?		
		Is there an entrance exam?		
		Are all prospective students interviewed prior to admission?		

Curriculum Development Section

Describe how curriculum is developed, including how it may differ philosophically from traditional or public education.

How frequently is curriculum reviewed?

Declaration and Attestation

The policy will be subject to a deductible, which can be consumed by either losses, defense costs paid by the Company, or costs paid by the applicant, but subject to the Company's knowledge and consent. The amount of the deductible will vary in accordance with the table of premiums and deductibles filed on behalf of the Company with the Insurance Department.

The authorized signer of this application represents or warrants to the best of his or her knowledge and belief that the statements set forth herein are true and include all material information. The authorized signer also represents or warrants that any fact, circumstance or situation indicating the probability of a claim or action now known to any entity official or employee has been declared, and it is agreed by all concerned that omission of such information shall exclude any such claim or action from coverage under the insurance being applied for. Signing of this application does not bind the insurance company to offer nor the authorized signer to accept insurance, but it is agreed this application and any attachments thereto shall be the basis of the insurance and will be incorporated by reference and made a part of the policy should a policy be issued.

This application provides the Company with certain indicators as to underwriting acceptability. It does not provide information on policy coverages nor does it alter the terms of the policy.

Applicable in Indiana

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects the person to criminal and civil penalties.

Applicable in Kentucky

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime.

Applicable in Ohio

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement, is guilty of insurance fraud.

Applicant		
		Date
Signed		
	Authorized Entity Representative	Title

Agent/Agency Name