



## CLAIMS REPORTING PROCESS

### GENERAL LIABILITY

To report a **General Liability** claim:

Send the claim form received by the claimant immediately upon receipt to:

[MyGHCNewClaims@georgehills.com](mailto:MyGHCNewClaims@georgehills.com)

With a cc to: Kin Ong, [kong@cira-jpa.org](mailto:kong@cira-jpa.org)  
Amy Northam, [anortham@cira-jpa.org](mailto:anortham@cira-jpa.org)  
Erike Young, [eyoung@cira-jpa.org](mailto:eyoung@cira-jpa.org)

You will receive an e-mail confirming receipt of the claim. The claim will then be assigned to an adjuster, and you will hear from the adjuster on the next steps.

### PROPERTY or AUTO PROPERTY DAMAGE

To report a **Property or Auto Property Damage** claim:

Complete the property claim form and send it to:  
Robert Frey, [rfrey@alliant.com](mailto:rfrey@alliant.com) AND Diana Walizada, [dwalizada@alliant.com](mailto:dwalizada@alliant.com)

With a cc to: [sandra.doig@mclarens.com](mailto:sandra.doig@mclarens.com)  
[michelle.minnick@alliant.com](mailto:michelle.minnick@alliant.com)  
[tscholle@alliant.com](mailto:tscholle@alliant.com)  
Kin Ong, [kong@cira-jpa.org](mailto:kong@cira-jpa.org)  
Amy Northam, [anortham@cira-jpa.org](mailto:anortham@cira-jpa.org)  
Erike Young, [eyoung@cira-jpa.org](mailto:eyoung@cira-jpa.org)

If not already on the form, please complete these sections as follows

**Insurance Company:** PRISM Property  
**Policy Number is:** PRISMPR 22-23  
**Your policy period:** 3/31/2022-3/31/2023  
**Member name:** CIRA and [your City/Town]

You will hear from a member of the PRISM team, and the claim will be processed from there.

Additional information on how to report a property claim can be found [here](#).



## EMPLOYMENT PRACTICES

To report an **Employment Practices** claim:

**IMMEDIATELY** provide written notice to ERMA using the [ERMA Initial Report Form](#) with the following information:

- Member entity (name of City/Town, member of CIRA)
- Identity of the claimant employee(s) and the identity of any accused employee(s)
- Time, place and circumstances surrounding the incident
- Names and addresses of witnesses (if any)
- Plus other requested information

Send the form to: Ligia “Mona” Nicolae [ligia.nicolae@sedgwick.com](mailto:ligia.nicolae@sedgwick.com) AND  
Stacey Sullivan [stacey.sullivan@sedgwick.com](mailto:stacey.sullivan@sedgwick.com)

With a cc to: Kin Ong, [kong@cira-jpa.org](mailto:kong@cira-jpa.org)  
Amy Northam, [anortham@cira-jpa.org](mailto:anortham@cira-jpa.org)  
Erike Young, [eyoung@cira-jpa.org](mailto:eyoung@cira-jpa.org)

You will hear from ERMA, and the claim will be processed from there. More information on reporting to ERMA can be found [here](#).

## CYBER

To report a **Cyber** claim:

**IMMEDIATE NOTICE** must be made to Beazley NY of all potential claims and circumstances (assistance, and cooperation clause applies)

**IMMEDIATE** claim notification should be sent to:  
Beazley Group: [bbr.claims@beazley.com](mailto:bbr.claims@beazley.com) or 866-567-8570

With a cc to: Kin Ong, [kong@cira-jpa.org](mailto:kong@cira-jpa.org)  
Amy Northam, [anortham@cira-jpa.org](mailto:anortham@cira-jpa.org)  
Erike Young, [eyoung@cira-jpa.org](mailto:eyoung@cira-jpa.org)

You will hear from a member of Beazley Breach Response Team, and the claim will be processed from there.

## OTHER

For all **other** claims (such as earthquake, pollution, deadly weapon, crime, etc.), please contact:

Kin Ong, [kong@cira-jpa.org](mailto:kong@cira-jpa.org)  
Amy Northam, [anortham@cira-jpa.org](mailto:anortham@cira-jpa.org)  
Erike Young, [eyoung@cira-jpa.org](mailto:eyoung@cira-jpa.org)

If you have any questions, please do not hesitate to contact any member of the CIRA Team, and we will help.