

March 31, 2020

## Provincial Command Insurance Program Vacancy and Protection of Facilities

**The information contained in this bulletin pertains to Legion Branches Insured with Programmed Insurance Brokers. Branches not insured with PIB should contact their broker for details on their vacancy exposure.**

The COVID-19 pandemic is unprecedented, and its far-reaching consequences have impacted all of us. Government closures of businesses have begun and may continue across the country. This will certainly have an enormous impact on our economy and will be devastating for many small businesses. Your Brokers at PIB have been taking calls from Legion Branches across Canada asking about insurance coverage and the implications of leaving locations vacant or shut down.

### Vacancy:

When any insured buildings are left vacant, certain clauses in the insurance policy may limit coverage. Our Provincial Command Insurance Program is underwritten through Aviva Canada. Currently, under the Provincial Command Insurance Program, insured locations are considered to be vacant when left unoccupied or shut down for more than 60 days. In order to be insurable after this time, the policy must be endorsed with a Vacancy Permit/Endorsement by Aviva.

From the start of vacancy or shut down, the branch is fully insured for up to 60 days.

**It is critical that the Branch contact us prior to the 60-day point to acquire the Vacancy Permit/Endorsement.**

The Vacancy Permit/Endorsement allows coverage to continue for the vacant property with additional conditions:

- **The building must be securely locked, windows and doors.**
- **All rubbish inside and out is to be removed.**
- **A competent person will need to inspect the premises and interior of the building(s) with a minimum frequency as shown in the policy.** Please refer Vacancy Permit/Endorsement on your Aviva policy to determine the minimum amount of time required between inspections.

### Protection of Facilities

Once the building is shut down or closed, Branch Management should do their best to protect the building from damage by taking the following steps:

- 1) Provided it does not interfere with the Building's Operating or Fire Protective systems (ie sprinklers), shut off the water to the building and turn off the water heater.
- 2) Have someone go inside and inspect the premises (at least once every 7 days).
- 3) Fill out a log sheet every time they do an inspection.
- 4) Ensure the doors and windows remain locked and set the alarm.
- 5) Check to ensure the heating is functioning at a seasonally appropriate temperature.
- 6) Check the roof to ensure any snow is removed.
- 7) Clear any snow and ice from walkways and parking lot.

We are here to support you during these challenging times. If you have specific questions concerning your coverage, please contact your PIB Broker directly.