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BULLETIN NO. 06-04

TO: All Regulated and Audited Entities and Interested Parties

FROM: James J. Donelon, Commissioner

RE: Continuity of Operations (COOP) in Event of Emergency or Disaster

DATE: August 29, 2006

Purpose

This bulletin is to provide information to entities regulated and audited by the Louisiana Department of Insurance (DOI) and other interested parties about the Department's Continuity of Operations Plan (COOP Plan) in the event of an emergency or disaster.

Commissioner's Conference

When the COOP Plan is activated, the Commissioner of Insurance may conference with regulated and audited entities as soon as possible to provide information, expectations and guidance and to receive same from those entities.

Notification of Conference

The conference will be noticed by means which may include any combination of the following: (1) media, (2) FAXblast, (3) e-mail, (4) telephone, (5) DOI website at www.ldi.state.la.us, (6) NAIC website at www.naic.org. Contact information on file with the DOI will be used to contact regulated and audited entities by FAXblast, e-mail and/or telephone; therefore, it is the responsibility of the regulated and audited entities to maintain current contact information on file with the DOI.

Conference Sites

Possible sites for the Commissioner's Conference are:

1. Louisiana Department of Insurance Poydras Building, Baton Rouge, LA
2. England Air Park, Alexandria, LA, www.englandairpark.org. The website provides information about commercial and private air travel.
3. Atlanta
4. Dallas
5. Houston
6. Memphis

Remote Site for COOP

In the event of an emergency or disaster requiring the DOI to locate all or part of its operations to a location other than Baton Rouge, the DOI anticipates that it will be located at England Air Park in Alexandria, LA with DOI administrative offices at 1611 Arnold Drive, Suites 29 and 30, Alexandria, LA 71303.

JAMES J. DONELON
COMMISSIONER OF INSURANCE