

**Public Risk Innovation, Solutions, and Management (PRISM)  
Watercraft Program Claim Reporting Procedures**

1. The member is responsible for:
  - Reporting details of the loss as soon as possible to Elaine Tizon and Robert Frey at Alliant Insurance Services, Inc.
  - Completing all applicable claim forms including additional information requested on claim form and sending to Elaine Tizon and Robert Frey promptly
  - Copying Elaine Tizon and Robert Frey on all correspondence to the carrier
2. Claims may be reported by email, fax or mail to the contacts listed below:

Alliant Insurance Services, Inc.  
Claims Department  
100 Pine Street, 11<sup>th</sup> Floor  
San Francisco, CA 94111-5101  
Phone: (415) 403-1400 Fax: (415) 403-1466

Robert Frey  
Claims Manager  
Direct Line: (415) 403-1445  
Email: [rfrey@alliant.com](mailto:rfrey@alliant.com)

Elaine Tizon  
Claims Account Administrator  
Direct Line: (415) 403-1458  
Email: [Elaine.Tizon@alliant.com](mailto:Elaine.Tizon@alliant.com)

3. The Alliant Claims Department is responsible for:
  - Contacting the member
  - Sending any claims forms that need to be completed
  - Following up on claims forms
  - Reporting the loss to the carrier within reporting timeframe
  - Working with the member throughout the claims process