

Diocese of Sacramento

Insurance Quick Reference Guide For Accidents and Injury (Non Employee) or Damage to Property

➤ In case of an accident and/or injury to visitors, students, parishioners or other outside parties or damage to property under the Diocese of Sacramento's insurance program:

- Obtain emergency assistance, if necessary. (Call 911 for paramedics, ambulance, fire or police.)
- Take action to protect life and/or minimize property damage by restricting access to a hazardous area and by immediately addressing emergency repairs or clean up.
- Take photos of area where injury occurred and/or of the damaged property. Make sure to provide the date of and time that the photo was taken and by whom.
- **Do not** make statements regarding fault or liability when an accident occurs.
- Complete the **Incident Reporting Form** with as much detail as possible.
- Call and/or fax completed Incident Report Form to: **Gallagher Bassett Services**
- **ATTN: GB LIABILITY – The Ordinary Mutual**

Phone: (866) 841-0167

Fax: (916) 403-1598

- Send a copy of **all** incident reports to:

Pastoral Center
Diocese of Sacramento
Fax: (916) 733-0295

➤ If you are served with a **Summons and Complaint or a subpoena**, immediately fax copies and explanation to Gallagher Bassett with a copy to the Pastoral Center (see above).

➤ Adjusters for property and liability claims are:

Gallagher Bassett Services

Carolyn Albright (866) 841-0167 x 238

Bill Villwok (866) 841-0167 x 219

➤ These instructions **do not** apply for **Workers' Compensation** claims (injuries to Diocesan employees). Workers' compensation claims for all locations must be reported immediately to: (See Workers' Compensation Procedure Manual)

Sedgwick CMS
Shellie Popoff
Phone: (916) 851-8015
Fax: (916) 851-8079

➤ For all general inquiries relating to the Diocese of Sacramento insurance program call:

Ken Urrutia or Lisa Abellera
Arthur J. Gallagher Insurance Brokers
(800) 877-9300