

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

Fax: (949) 585-0095

E-MAIL: GB-LA-Irvine-mail@GBTPA.com

- 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:**

Gallagher Bassett Services

Property - Bill Villwok (916) 403-1589

Liability - Cherie Civitelli (916) 570-2269

- 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) 788-9918
Fax: (916) 788-9991

- For all general inquiries relating to the Diocese of Sacramento insurance program call:
Ken Urrutia or Jim Buckley
Arthur J. Gallagher Insurance Brokers
(800) 877-9300