PROPERTY, GENERAL LIABILITY OR AUTOMOBILE ACCIDENTS

- In case of an accident and/or injury to visitors, students, parishioners or other outside parties or damage to property under the Diocese of Stockton’s insurance program:
  
  - Obtain (but do not offer to pay for) 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 Report Form with as much detail as possible.
  
  - Send Completed Forms to:
    
    Christine Bagetakos  
    Arthur J. Gallagher & Co. Insurance Brokers of California, Inc.  
    Phone: 866-971-9462  
    Fax: 866-971-9464  
    EMAIL: wr-claims@ajg.com  
  
  - Send a copy of all incident reports to:
    
    Doug Adel  
    Diocese of Stockton  
    Fax: (209) 941-9722

- If you are served with a Summons and Complaint or a subpoena, immediately fax copies and explanation to Christine Bagetakos and a copy to Doug Adel (see above).

- These instructions do not apply for Workers’ Compensation claims (injuries to Diocesan employees or volunteers). Workers’ compensation claims for all locations must be reported immediately per the Workers’ Compensation Claim Reporting Package.

If the media contacts you concerning a claim, any Diocesan matter or controversy, please refer all calls to the Pastoral Center.