

INCIDENT REPORT

- **CALL 911 AND/OR OBTAIN EMERGENCY SERVICES AS REQUIRED**
- **IMMEDIATELY** fill out this form and report to:

**Christine Bagetakos**  
**Arthur J. Gallagher Insurance Brokers**  
**Phone #: 866-971-9462**  
**Fax #: 866-971-9464**  
**E-MAIL: wr-claims@ajg.com**

- **IN CASE OF A SERIOUS INCIDENT:** Call Doug Adel at the Pastoral Center immediately at (209) 546-7613 or fax (209) 941-9722.
- **DO NOT ADMIT LIABILITY:** Make **no** statements regarding fault or commit to payment of any bills.
- **EXAMINE** the accident scene. Note conditions such as debris, moisture, lighting, equipment involved, etc.
- **DO NOT DISCUSS THE INCIDENT** except with Church Officials, Police, or your insurance representative.
- **TAKE STEPS TO PROTECT PROPERTY AND MITIGATE DAMAGES**

DATE of INCIDENT: \_\_\_\_\_ TIME: \_\_\_\_\_

PERSON SUBMITTING REPORT: \_\_\_\_\_ PHONE: \_\_\_\_\_

PARISH/ENTITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION INCIDENT TOOK PLACE: \_\_\_\_\_

DESCRIPTION OF INCIDENT: \_\_\_\_\_

PERSON OR PROPERTY INVOLVED IN INCIDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AGE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NATURE AND EXTENT OF INJURY OR PROPERTY DAMAGE: \_\_\_\_\_

**WITNESSES**

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE #:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE #:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE #:** \_\_\_\_\_

***POLICE/FIRE DEPARTMENT***

**NAME OF OFFICER:** \_\_\_\_\_  
**BADGE #:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_  
**AMBULANCE:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**DAYTIME PHONE #:** \_\_\_\_\_  
**FAX #:** \_\_\_\_\_

**WHAT ACTION HAS BEEN TAKEN TO PREVENT SIMILAR ACCIDENTS IN THE FUTURE?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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