

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:

Marlene Allen-Ricone
Arthur J. Gallagher & Co. Insurance Brokers of California, Inc.
Phone: 866-971-9462
Fax: 866-971-9464
EMAIL: GGB.NRCClaimsCenter@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.