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 and time that the photo was taken and by whom.

- **Do not** make statements regarding the fault or liability when an accident occurs.

- Complete the **Incident Reporting Form** (Property Loss Report) downloadable at https://www.scd.org/property-loss-report

- All insurance forms for all parish activities, losses, and protections are downloadable at the following link: https://www.scd.org/church-forms

- These forms and assistance are also available directly from Catholic Mutual at 800.228.6108, Ext. 2364 for Broc Blanchard who handles Member Services and Ext. 2437 for Traci Melby who handles Claims..

- 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 Johnson, Greene & Roberts and to the Pastoral Center.

　　　　　　　　　　　　　　　　　　　　　　　Johnson, Greene, & Roberts
　　　　　　　　　　　　　　　　　　　　　　　455 Capitol Mall, Suite 405
　　　　　　　　　　　　　　　　　　　　　　　Sacramento, CA 95814
　　　　　　　　　　　　　　　　　　　　　　　Phone: 916.753.1300
　　　　　　　　　　　　　　　　　　　　　　　Fax: 916.753.1333

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)

　　　　　　　　　　　　　　　　　　　　　　　LWP Claims Solutions, Inc.
　　　　　　　　　　　　　　　　　　　　　　　Marci Oyler
　　　　　　　　　　　　　　　　　　　　　　　Phone: 916.609.3615
　　　　　　　　　　　　　　　　　　　　　　　Fax: 408.725.0395