



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0277 • Fax 916/733-0295

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>
 - Additional assistance/forms are also available directly from Catholic Mutual:

Catholic Mutual Group

Attn: Irina Ganchenko, Claims Risk Manager

Phone: (916) 733-0281

Fax: (909) 883-9311

Email: IGanchenko@catholicmutual.org

- 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 Greene & Roberts and to the Pastoral Center.

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.

Attn: Victoria Constanzo

Phone: (916.609.3665 Fax: 408.725.0395