



Insurance Office Quick Reference Guide

Insurance Office: Valerie Burns, Insurance & Risk Manager Office: 727-374-0222 Cell: 727-743-0309
email: vcb@dosp.org Fax: 727-374-0214

Emergency Water/Property repairs: Service Master – Please contact the Insurance Office we will arrange for Service Master to come out. We have an agreement for priority remediation service.

To Report a claim: All forms are available on the Insurance & Risk Mgt. webpage dosp.org/insurance –

In addition to the carrier's email, copy the Insurance Office on all claims - vcb@dosp.org or fax 727-374-0214

All Claims should be reported within 48 hours of the incident.

- **Employee injuries:** Email completed Report of Injury form to: NOI@crm-su.com
Claims are administered by Commercial Risk Management
- **Auto Accidents:** Email Auto Accident form to: reportclaim@catholicmutual.org
- **General accidents:** Email General Accident form to: reportclaim@catholicmutual.org
(Injuries to non-employees)
- **Property claims:** Email Property Damage form to: reportclaim@catholicmutual.org
(Buildings and contents)
- **Student Accidents:** E-mail Student Accident form to: K & K Insurance kk/PAClaims@kandkinsurance.com
(Student injuries requiring medical attention) **Principal or Asst Principal should sign as policy holder complete parent contact information then email/fax directly to K & K. Please copy the DOSP Ins. Office.**
- **Volunteer Accidents:** For all volunteer injuries requiring medical attention. Use a General Accident Report form send to the Insurance Office. **Note it is a Volunteer.**
- **Requesting a Certificate of Coverage (for proof of insurance)** Email or fax both the form & contract/agreement to Insurance Office.
- **Special Events Coverage (non-parish groups using facilities)** Email or fax form to Insurance Office.
- **Terminating employees:** Contact Human Resources Director and/or Diocesan Legal Counsel before doing so. Insurance coverage will not be provided if this step is ignored.
- **Liquor Liability Summary:** No BYOB's under any circumstances. If alcohol is sold by anyone on campus, you must purchase or obtain proof of contractor's liquor liability coverage and liquor license. Hosting of events (providing drinks for free*) by parish/school may occur if Diocesan employees are serving/hosting and they understand their stewardship responsibilities, *Liquor cannot be linked to any donation or charges at the event.
- Property and Liability claim deductible is \$5,000 (Parish/school will pay first \$5,00 of any claim except auto). Property damage in named storm deductibles is 3% of the building value
- Auto coverage deductible is \$1,000 on cars and \$1,500 on large vehicles.

If you have a **true emergency** during non-business hours, please contact Valerie Burns as listed above. All other non-emergency needs will be addressed as soon as possible during normal business hours.

The Pastoral Center after hours emergency number is **727-317-4560**

Please refer to the Insurance Office webpage for all forms and resources: <http://dosp.org/insurance/>