



# Insurance Office Quick Reference Guide

**Insurance Office:**

Valerie Burns, Insurance & Risk Manager

Office: 727-374-0222

Cell: 727-743-0309

email: [vcb@dosp.org](mailto:vcb@dosp.org)

**Emergency Water/Property repairs:**

Please contact the Insurance Office or Construction Office and we will arrange for one of our three emergency service providers to come out.

**To Report a claim:**

*All forms are available on the Insurance & Risk Mgt page of the DOSP website, under forms and resources [dosp.org/insurance/forms](http://dosp.org/insurance/forms)*

Copy the Insurance Office on all claims/emails to our carriers. - [vcb@dosp.org](mailto:vcb@dosp.org)

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

- **Employee injuries:** Email completed Report of Injury form to: [NOI@crm-su.com](mailto:NOI@crm-su.com)  
Claims are administered by Commercial Risk Management
- **Auto Accidents:** Email Auto Accident form to: [reportclaim@catholicmutual.org](mailto:reportclaim@catholicmutual.org)
- **General accidents:** Email General Accident form to: [reportclaim@catholicmutual.org](mailto:reportclaim@catholicmutual.org)  
(Injuries to non-employees)
- **Property claims:** Email Property Damage form to: [reportclaim@catholicmutual.org](mailto:reportclaim@catholicmutual.org)  
(Buildings and contents)
- **Student Accidents:** E-mail Student Accident form to: K & K Insurance [kk.PAClaims@kandkinsurance.com](mailto:kk.PAClaims@kandkinsurance.com)  
(Student injuries requiring medical attention) **Principal or Asst Principal should sign as policy holder**  
**complete parent contact information** then email directly to K & K. Please copy the Insurance Office [vcb@dosp.org](mailto:vcb@dosp.org).
- **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 on the form.**
- **Requesting a Certificate of Coverage (for proof of insurance)** Email the Certificate Request form & the contract/agreement directly to CMG at [memberservices@catholicmutual.org](mailto:memberservices@catholicmutual.org) please copy [vcb@dosp.org](mailto:vcb@dosp.org) on the email.
- **Special Events Coverage (non-parish groups using facilities or large parish sponsored events)** Email form directly to CMG at [memberservices@catholicmutual.org](mailto:memberservices@catholicmutual.org) please copy [vcb@dosp.org](mailto:vcb@dosp.org) on the email. Send a copy of form and premium to the Insurance Office here at the Pastoral Center.
- **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 \$5,000 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 text/call Valerie Burns - 727-743-0309.**

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/forms>**