



Insurance Office Quick Reference Guide 2017

Insurance Office:

Valerie Burns
(727) 374-0222 (office)
(727)374-0214 (fax)
727-743-0309 (cell)
vcb@dosp.org

Emergency Contact (24/7):

Phil Signore
(727) 341-6843 (office)
(727) 424-4784 (cell)
pps@dosp.org

Emergency Water/Property repairs:

Belfor USA
(800) 856-3333

Use the Incident Track System (LossfreeRx.com) to file all claims for:

- *Employee Injuries – Worker’s Compensation*
- *Property, General Liability, and Vehicle Claims*

Only in the case of an emergency where internet access is not available:

Employee injuries: Call Commercial Risk Management (800) 786-6070 immediately.
Or email report of injury to: NOI@crm-su.com

Auto Accidents: Call Catholic Mutual Group Auto line at 855-807-3262
Or email Auto Accident Report Form to reportclaim@catholicmutual.org

General accidents: Call Catholic Mutual Group (800) 228-6108 immediately.
(Injuries to non-employees) Or email General Accident Report Form to reportclaim@catholicmutual.org

Property claims: Call Catholic Mutual Group (800) 228-6108 immediately.
(Buildings and contents) Or email Property Damage Report Form to reportclaim@catholicmutual.org

Student Accidents: E-mail or fax form to the Insurance Office. Must be signed by the Insurance Office to submit.
(Student injuries requiring medical attention)

Volunteer Accidents: Use a General Accident Report form send to the Insurance Office. **Note it is a Volunteer.**
E-mail: vcb@dosp.org or fax 727-374-0214.
(Volunteer’s injuries requiring medical attention)

- **Requesting a Certificate of Coverage (for proof of insurance)** Email or fax 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 or for donations, liquor cannot be linked to the donation) by parish/school may occur if Diocesan employees are serving/hosting and they understand their stewardship responsibility and the event is not a BYOB.
- Property and Liability claim deductible is \$2,500 (Parish/school will pay first \$2,500 of any claim except auto). Property damage in named storm deductibles is 3% of the building value
- Auto coverage deductible is \$500 on cars and \$1,000 on large vehicles.
- **If you have a true emergency during non-business hours, please contact Valerie Burns or Phil Signore as listed above. All other non-emergency needs will be addressed as soon as possible during normal business hours. or Frank Murphy on his cell phone (727) 434-4110.**

Please refer to the Insurance Office webpage for all forms and resources: <http://dosp.org/insurance/>
(Do not print forms before needed since you should always use the current form)