



Insurance Office Quick Reference Guide

<u>Insurance Office:</u>	Valerie Burns, Insurance & Risk Manager Office: 727-374-0222 Cell: 727-743-0309 email: vcb@dosp.org
<u>Security Office:</u>	Dennis Garvey, Director of Parish & School Security Office: 727-341-6824 Cell: 727-946-9898 email: dgarvey@dosp.org

Emergency Water/Property repairs: Please contact the Insurance Office or Construction Office for preferred emergency provider contact information.

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

Copy the Insurance Office on all claims/emails to our carriers. - 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
Worker Compensation Claims are administered by Commercial Risk Management
- **Auto Accidents:** Email Auto Accident form to: reportclaim@catholicmutual.org
 - Auto coverage deductible is \$1,000 on cars and \$1,500 on large vehicles.
- **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)
 - 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.
- **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 directly to K & K. Please copy the Insurance Office 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 please copy 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 please copy vcb@dosp.org on the email. Send a copy of form and premium to the Insurance Office here at the Pastoral Center. All deductibles are waived on Special Event Insurance.

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.

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>

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