

INCIDENT REPORT

Note: Please do not use this form for employee injuries or work-related illnesses. Use State of Indiana form 34401, First Report of Employee Injury Illness.

All incidents must be reported to Gallagher Bassett Services, 8335 Allison Pointe Trail Suite 150, Indianapolis, Indiana 46250, on this form. An incident is any accident, occurrence, or situation causing injury which may result in a possible claim against your location or the Archdiocese of Indianapolis. Incidents can be mailed to the address above or faxed to 855-802-0077.

When you are virtually certain that there will be a claim made against the Archdiocese, call it in immediately to 317-572-2320, or 800-355-0528. Incidents are usually minor, claims are more serious and need specialized handling.

SCHOOL OR PARISH NAME	ADDRESS		TODAY'S DATE
<b>St. Aloysius School</b>	<b>1 Main Street, Indianapolis, IN</b>		<b>January 1, 2009</b>
DATE OF INCIDENT	TIME OF INCIDENT	LOCATION OF INCIDENT	
<b>December 28, 2008</b>	<b>10:00 pm</b>	<b>School Gymnasium</b>	
ANY VEHICLES INVOLVED? IF YES, GIVE DESCRIPTIONS, SERIAL NO.			
<b>None</b>			
NAME(S), ADDRESS(ES), AND AGE(S) OF PERSON(S) ALLEGING INJURY OR DAMAGES			
<b>John Smith, Age 9, 4<sup>th</sup> grade      200 First Street      Indianapolis, IN 46240</b>			
PLEASE CIRCLE ONE (STUDENT) (VOLUNTEER) (OTHER-EXPLAIN)			
PHONE NUMBERS (INCLUDE PARENT'S NAMES AND PHONE IF INJURED PERSON IS A STUDENT)			
<b>Wm. Smith, Father      Laura Smith, Mother</b> <b>Work 317-255-5961      Home 317-555-1312</b>			
NARRATIVE (DESCRIPTION OF INCIDENT, TYPE OF INJURY, OR TYPE OF PROPERTY DAMAGE)			
<b>John was playing kickball in gym class      He ran to retrieve the ball at the other end of the gym.      He slipped and fell breaking his arm.</b>			
SIGNATURE OF PERSON SUBMITTING THIS REPORT		PHONE #	
<b>Mrs. Doris Johnson, Gym Teacher</b>		<b>317-221-2211</b>	

It is not necessary to type this form. Please keep a copy for your records and mail or fax the Original to:

Gallagher Bassett Services, Inc.

5775 Nimitz Parkway, Suite 100

South Bend, IN 46628

Fax 574-234-4607

Revised September 2012

**SAMPLE**