

## 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, 5775 Nimitz Parkway, Suite 100, South Bend, Indiana 46628, 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 574-344-2923, 800-762-9839. Incidents are usually minor, claims are more serious and need specialized handling.

SCHOOL OR PARISH NAME	ADDRESS	TODAY'S DATE
DATE OF INCIDENT	TIME OF INCIDENT	LOCATION OF INCIDENT
ANY VEHICLES INVOLVED? IF YES, GIVE DESCRIPTIONS, SERIAL NO.		
NAME(S), ADDRESS(ES), AND AGE(S) OF PERSON(S) ALLEGING INJURY OR DAMAGES		
PLEASE CIRCLE ONE (STUDENT) (VOLUNTEER) (OTHER-EXPLAIN)		
PHONE NUMBERS (INCLUDE PARENT'S NAMES AND PHONE IF INJURED PERSON IS A STUDENT)		
NARRATIVE (DESCRIPTION OF INCIDENT, TYPE OF INJURY, OR TYPE OF PROPERTY DAMAGE)		
SIGNATURE OF PERSON SUBMITTING THIS REPORT	PHONE #	
DO YOU WANT STUDENT ACCIDENT CLAIM FORMS SENT? (YES ,NO)		

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 855-802-0077

Revised August 2013