



Incident Report
Property, General Liability & Claims

Parish/School Information				
Location Name:				Location #:
Location Address:			Telephone:	
Contact Name:			Email:	
NOTICE TO ADMINISTRATORS/SUPERVISORS ALL INCIDENTS MUST BE REPORTED WITHIN 24 HOURS TO THERESA LA VOUN, LOSS CONTROL & PREVENTION COORDINATOR EMAIL: THERESA.LAVOUN@DSJ.ORG THIS FORM IS FOR INTERNAL PURPOSES ONLY.				
Incident Information				
Accident – Non-Employee Other /Teacher	Vehicle Accident Student	Burglary/Theft/Robbery Volunteer	Property Damage Parishioner	Fire
Date of Incident:	Time of Incident:	Approximate Value of Loss: \$		
Location of Incident:				
Description of Incident:				
Name of Person Involved in Incident			Telephone:	
Address of Person Involved in Incident:				
Description of Property Involved in Incident:				
Name of Witness to Incident:			Telephone:	
Address of Witness to Incident:				
Name of Witness to Incident:			Telephone:	
Address of Witness to Incident:				
Attachments: Police Report		Damaged/Lost Items Replaced? Yes No		
List of Damaged/Lost Items				
Report Authorization				
REPORT MUST BE COMPLETED IN ALL RESPECTS, SIGNED AND DATED TO AUTHORIZE THE FINDINGS.				
Report Completed By:			Date Completed:	
Position/Title:			Telephone:	
Risk & Insurance Management Use Only				
Report Received By:			Date Received:	
For emergencies or if you cannot reach someone at the Chancery office, contact: Marizel Bajao, Senior Adjuster 408-260-0153 / 408-260-0154 (F) GEORGE HILLS COMPANY				