

**DIOCESE OF NELSON**

**INSURANCE MANUAL**

**OCTOBER 2015**

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## INTRODUCTION

In March 1997, twenty episcopal corporations in the four western provinces and (at the time) two territories implemented a collective arrangement (the Group) to purchase property insurance. Historically, the corporations had purchased their insurance separately and there was a wide disparity in coverage and in cost.

Effective March 2003, the Group formalized the program into a reciprocal insurance exchange under the name "Asset Protection Insurance Exchange/Assurance de Réciprocité pour la Protection des Actifs" (APEX). A reciprocal insurance exchange is a contractual arrangement amongst "like minded" entities pursuant to which they agree to share risk. A reciprocal is regulated in the same manner as insurers, however it is limited to insuring only its participants, not the general public. The stated objective of APEX is to secure equitable, comprehensive and cost-effective insurance coverage for its participants.

Through APEX we insure all of our properties and our equipment. We also have separate liability insurance that we purchase for the Diocese, through Capri Insurance Services Ltd, for all of our parishes, schools and other properties and operations.

## CONTACT LIST

### **General Enquiries:**

<b>Contact Name</b>	<b>Address</b>	<b>Telephone</b>	<b>Fax</b>	<b>E-Mail</b>
Financial Administrator	3665 Benvoulin Road Kelowna, BC V1W 4M7	250-448-2724	886-964-3858	

### **Claims:**

<b>Contact Name</b>	<b>Address</b>	<b>Telephone</b>	<b>Fax</b>	<b>E-Mail</b>
Paula Garrecht Claims Manager Capri Insurance	Capri Insurance 100 – 1500 Hardy St. Kelowna, B.C. V1Y 8H2	1-888-668-4441 extension 3804	250-860-1213 Toll Free: 1-888-822-6115	pgarrecht@capri.ca

If you have an **emergency** claim, after hours, then please call Capri Insurance 24/7 at 1-888-668-4441 or 1-800-670-1877.

# **PROPERTY INSURANCE**

## **DESCRIPTION OF COVERAGE**

*The following summary is general in nature. Please refer to the office of the financial administrator for specific details.*

The Property policy provides insurance protection on your physical assets in the event of an insured loss.

### **Property Insured**

Property of Every Description owned or which you are responsible to insure including but not limited to:

- Buildings (church, halls, and rectories)
- Contents (including fixtures, fittings, and musical instruments)
- Glass (including stained glass)
- Signs
- Precious metals (including chalices, etc.) Limit \$150,000
- Property temporarily removed
- Property in transit
- Property being constructed, renovated, and repaired
- Newly acquired property subject to a \$2,000,000 limit with 60 day reporting

### **Property Not Insured**

Excluded property includes but is not limited to:

- Aircraft, watercraft, and licensed motor vehicles
- Property illegally acquired
- Monies and securities
- The personal effects of any staff member including, but not limited to, priests

### **Losses Covered**

Your insured Property of Every Description is protected against All Risks of direct physical loss or damage, including but not limited to:

- |              |                              |
|--------------|------------------------------|
| Fire         | Lightning                    |
| Windstorm    | Hail                         |
| Water Escape | Vandalism and Malicious Acts |
| Explosion    | Collapse                     |
| Smoke Damage | Freezing                     |
| Sewer Backup | Theft                        |
| Flood        | Earthquake                   |

### **Losses Not Covered**

Among the risks excluded by the policy are losses or damage caused by:

- Wear and tear including gradual deterioration
- Explosion or rupture of owned pressure vessels
- Electrical arcing of electrical panel
- Subsidence
- Losses due to terrorism
- Losses due to computer viruses
- Losses due to mould

## Extensions of Coverage

The main additional extensions included in the policy wordings include:

- Loss of revenue and extra expense
- Professional fees (accountants, engineers, architects, etc.)
- Increased costs due to by-laws
- Consequential loss (temperature change)
- \$50,000 Valuable papers and records

## Restriction of coverage on Vacant Locations

Coverage on locations that are vacant, unoccupied, or shut down for more than 60 consecutive days will revert to Named Perils unless:

- i) the water is shut off and the pipes drained, all doors and windows are secured and the premises are checked weekly
- ii) the property is registered with APEX as a “seasonal building”, seasonal buildings are buildings operated for their intended occupancy, but for less than twelve (12) months of the year. Summer chapels, camps and shrines would be examples of seasonal buildings.

Full details of the restriction are outlined in Endorsement #19 of the policy wording.

## Policy Sublimits

The policy includes the following limits of coverage:

- Fire fighting expenses \$100,000
- Valuable Papers \$ 50,000
- Professional Fees \$ 50,000
- Jewels, jewellery, precious metals or stones \$ 150,000
- Business Interruption – per location \$ 400,000
- Fine arts on an agreed amount basis as scheduled
- Locations which are vacant for more than 90 days will be valued as Actual Cash Value, after 180 days the coverage will be reduced to Debris Removal only
- Watercrafts cannot exceed 8 metres in length
- First party pollutant clean-up removal – \$100,000. This coverage will only apply if reported to the insurer within 180 days of the earlier of:
  1. The date of the direct physical loss or damage
  2. The end of the policy period
- \$100,000,000 Aggregate Limit for flood & earthquake
- \$100,000,000 Maximum any one loss

## Basis of Loss Settlement

If you suffer an insured loss, the policy will pay to repair or replace the damaged property with new property of like kind and quality. We have extended the policy to provide additional extensions such as:

- 115% Margin Clause
- 1% per month Inflationary Increase Clause
- No same site restriction
- Fine Arts on an agreed amount basis as scheduled
- Actual Cash Value
- Partial Replacement Cost
- Debris Removal

**Deductibles**

- “Per Episcopal Corporation”, any one loss except
- With respect to flood, \$100,000 per occurrence (an occurrence is all flooding at a single location within a period of 168 hours)
- With respect to earthquake, 5% of insured value, minimum \$100,000 for all episcopal corporations except for Diocese of Victoria and the Eparchy of New Westminster (locations 1,6,8,10,11,14,&16 only) which have a deductible of 15%, minimum \$250,000

## VALUATION OPTIONS

All properties are insured on a replacement cost basis unless stated otherwise. The policy provides for alternative valuation methods however, buildings must be insured for replacement cost unless approved by the Bishop.

### **Replacement Cost (RC)**

Covers the cost to repair, replace or reconstruct using materials of like kind and quality and for like occupancy without deduction for depreciation.

Replacement cost is not payable until the damage has been repaired or replaced.

Replacement Cost does not apply to:

- Paintings, etchings, pictures, tapestries, statuary, marbles, bronzes, antique furniture, rare books or other articles of art, rarity or antiquity.

All properties are insured on a replacement cost basis unless stated otherwise.

### **Actual Cash Value (ACV)**

Takes into account the cost to replace, less any depreciation or obsolescence. The condition immediately prior to the loss, the resale value and the normal life expectancy will be taken into consideration when determining depreciation.

### **Partial Replacement Cost (PRC)**

In the event of a **partial** loss, settlement will be on the basis of replacement cost with no depreciation, up to the amount of insurance specified for that location.

In the event of a **total** loss, settlement would be the declared amount.

### **Wreckage Value (WV)**

Covers only the cost to clear debris from the site after an insured loss.

## SAMPLE LOSS SETTLEMENTS

### **Example 1**

Church is insured for \$200,000. Fire damages the altar area, with heavy smoke damage to sanctuary and vestibule. Cost of repairs is \$50,000. Depreciation of 20% or \$10,000 can be applied to the floor coverings, painting, and furnishings.

#### **Policy A: Replacement Cost Coverage**

Policy will pay full \$50,000 cost of repairs, subject to applicable deductible.

#### **Policy B: Actual Cash Value Coverage**

Policy will pay \$40,000 towards repairs (\$50,000 less \$10,000 depreciation), subject to applicable deductible.

#### **Policy C: Partial Replacement Cost**

Policy will pay full \$50,000 cost of repairs, subject to applicable deductible.

### **Example 2**

Same church, insured for \$200,000. This time, the fire destroys the building and contents. Cost to reconstruct the building and replace contents is \$300,000. ACV has been determined to be \$150,000.

#### **Policy A: Replacement Cost**

If the church rebuilds, the policy will pay up to \$200,000 towards repairs and replacement. Any costs over \$200,000 are un-insured. If they chose not to rebuild, the policy will pay \$150,000 ACV.

#### **Policy B: Actual Cash Value**

The policy will pay \$150,000 regardless of whether or not you rebuild.

#### **Policy C: Partial Replacement Cost**

The policy will pay \$200,000, regardless of whether or not you rebuild.



## **EQUIPMENT BREAKDOWN INSURANCE**

### **DESCRIPTION OF COVERAGE**

*The following summary is general in nature. Please refer to the office of the financial administrator for specific details.*

Equipment Breakdown coverage protects you against the sudden and accidental mechanical breakdown of equipment.

#### **Property Damage**

Coverage Form:	Comprehensive excluding production machines and including electronic equipment
Property Valuation:	Repair or Replacement
Limit Per Accident:	\$50,000,000
Deductible:	"Per Episcopal Corporation" any one loss
Sub-limits:	Ammonia Contamination: \$500,000
	Expediting Expenses: \$500,000
	Fungus Clean Up or Removal: \$50,000 (Annual Aggregate)
	Hazardous Substances: \$500,000
	Professional Fees: \$500,000
	Water Damage: \$500,000

#### **Business Interruption**

Coverage Form:	Actual Loss Sustained
Limit:	\$2,000,000
Waiting Period:	24 hours

#### **Extra Expense**

Limit:	\$100,000
Waiting Period:	24 hours

#### **Service Interruption**

Included within 1,000 metres of the insured's location(s) excluding the perils of lightning; wind or hail; weight of ice or snow; riot; civil commotion; vandalism; impact of vehicles, aircraft, missiles or by objects falling from missiles; smoke; collapse; rising water or flood; or by a deliberate act or acts by the supplying utility to shed load to maintain system integrity

#### **Coverage Extensions**

By-laws:	Included
Civil Authority:	4 weeks
Data & Media:	\$50,000
Errors & Omissions:	\$500,000
Green Standards Endorsement	Included

#### **Additional Exclusions/Restrictions**

- Fungus
- Contractual Acceptance
- Impact of aircraft, spacecraft or land vehicles, riot, smoke, and leakage of fire protective equipment
- Compliance with applicable trade sanctions laws
- Territorial Restriction

# **GENERAL LIABILITY INSURANCE**

## **DESCRIPTION OF COVERAGE**

*The following summary is general in nature. Please refer to the office of the financial administrator for specific details.*

### **Losses Covered**

The policy covers our liability imposed by law for Bodily Injury, Property Damage or Personal Injury to a third party arising from our premises, products, and our operations.

The policy provides coverage for the following extensions:

#### **Premises, Property & Operations**

- Slip and fall types of injury on the premises
- Food Poisoning

#### **Personal Injury**

- False arrest
- Wrongful detention or imprisonment
- Humiliation, mental anguish, and abuse
- Discrimination
- Libel, slander, and defamation of character

#### **Products & Completed Operations**

- Products sold by or through the insured
- Operations or activities performed or sponsored by the insured

#### **Employer's Liability**

Provides coverage for suits brought by an employee or volunteer for work related injuries where Workers' Compensation benefits are not purchased.

#### **Contingent Employers' Liability**

Provides coverage for lawsuits brought by employees for work related injuries if Workers' Compensation rules do not apply under certain circumstances.

#### **Voluntary Compensation**

This cover provides a nominal loss of wages benefit to an injured employee or volunteer who is accidentally injured while performing an activity on behalf of the insured. Coverage applies on a voluntary basis so there is no need of a lawsuit.

#### **Medical Payments**

The limit provided, \$2,500 per person/\$25,000 per accident, provides the cost of first aid treatment regardless of fault, unless the person is otherwise insured. Coverage applies to volunteers as well as third parties. Employees are not covered by this extension.

#### **Tenants Legal Liability**

Coverage is provided, to a limit of \$500,000, for legal liability for damages that are done to premises that you rent.

### **Non-Owned Automobiles**

This extension provides coverage on behalf of the Episcopal Corporation for third party liability claims arising from the use of automobiles that the Episcopal Corporation does not own. Examples of this would be employees or volunteers using their cars on your business. Should they be involved in an at fault accident while on your business, the Episcopal Corporation would be protected from lawsuits by this policy.

### **Employees and Volunteers as Additional Named Insureds**

This extension provides coverage for employees and volunteers while they are acting on your behalf against claims made by third parties.

### **Employee Benefit Liability**

This extension covers negligence in the administration of your employee benefits programs.

### **Hired Automobile**

Protection is provided for physical damage coverage only (collision and comprehensive) for vehicles rented on a short-term basis by employees or volunteers if rented in the name of the Episcopal Corporation. Coverage is subject to a limit of \$35,000 and a deductible of \$1000.

### **Church Counseling Liability**

Protection is provided on behalf of the insured and its ministers for alleged or actual errors, omissions, faulty advice, or professional misconduct in their church counseling. The extension includes defense costs and extends to cover whether a counseling fee is charged or not and whether the counseling is done for members of the church or those not connected to the church.

### **Physical & Sexual Abuse Coverage**

- Claims made form, retroactive March 01, 1997

### **Limits of Insurance**

The General Liability policy includes a per occurrence and annual aggregate limit of \$2,000,000. If an excess policy has been purchased, then higher limits would apply. The Church Counseling Liability extension comes with a per occurrence and annual aggregate limit of \$2,000,000 and is not increased by any excess liability policies. The Physical and Sexual Abuse policy is subject to a per occurrence and annual aggregate limit of either \$1,000,000 or \$2,000,000 at the choice of the Episcopal Corporation.

### **Losses not Covered**

Some types of losses that are not covered by the liability policy are:

- Use of automobiles, except for non-owned and hired automobiles as previously described.
- Use of aircraft or watercraft
- Gradual Pollution
- Intentional acts except those attempted to prevent injury to others or damage to property.
- War and radioactive contamination
- The personal liability (as opposed to work-related) of any employee or volunteer including, but not limited to, priests
- Damage to property you own or that is in your care, custody, and control.

To: *Episcopal Corporation*

Attn: *Financial Administrator*

Fax/E-mail:

Re: Property Certificate Request
----------------------------------

Episcopal Corporation: \_\_\_\_\_

Property #: \_\_\_\_\_

Property Location Name: \_\_\_\_\_

Address: \_\_\_\_\_

Loss Payee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Fax/E-mail: \_\_\_\_\_

Certificate to be sent to: Diocese  Parish  Additional Insured

Fax or E-mail address of Recipient(s): \_\_\_\_\_

If this certificate request is with respect to leased Items such as office equipment please provide:

Make/Model of Equipment: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Lease or Contract Number: \_\_\_\_\_

To: *Episcopal Corporation*

Attn: *Financial Administrator*

Fax#/E-mail:

Re: Property Policy Change Request
------------------------------------

Episcopal Corporation: \_\_\_\_\_

From: \_\_\_\_\_

Date: \_\_\_\_\_

Change Request Date: \_\_\_\_\_

Name of Parish: \_\_\_\_\_

Location #: \_\_\_\_\_

Location Address: \_\_\_\_\_

Request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Limit: \_\_\_\_\_

Revised Limit: \_\_\_\_\_

Difference: \_\_\_\_\_

To: *Episcopal Corporation*

Attention: *Financial Administrator*

*Fax#/E-mail:*

**Re: Liability Certificate Request**

Episcopal Corporation: \_\_\_\_\_

Parish/Location #: \_\_\_\_\_

Parish/Location Name: \_\_\_\_\_

Parish/Location Address: \_\_\_\_\_

\_\_\_\_\_

Event Details: \_\_\_\_\_

\_\_\_\_\_

Location of Event: \_\_\_\_\_

Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Certificate to be sent to: Diocese  Parish  Additional Insured

Fax or E-mail Address of Recipient(s) & Attention to:

\_\_\_\_\_

\_\_\_\_\_

Do we need to add anyone to our policy as an additional insured with respect to this certificate? YES  NO

If yes, full name and address of party to be added:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# PARTY ALCOHOL LIABILITY APPLICATION

Through Capri Insurance Services Ltd.  
100 -1500 Hardy Street Kelowna, BC V1Y 8H2  
Tel (250) 860-2426 • Toll Free 1-800-670-1877 • Fax (250) 860-1213

**If a liquor permit or liquor license is required by the governing liquor control board, please ensure that it is issued prior to requesting coverage.**

Catholic Archdiocese of: \_\_\_\_\_

## INSURED INFORMATION

Name of Insured/ Host: \_\_\_\_\_

Address of Insured: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

## EVENT DETAILS

Type of Function: \_\_\_\_\_ Number of People at Function: \_\_\_\_\_

Name of Location of Event: \_\_\_\_\_

Address of Location: \_\_\_\_\_

## POLICY PERIOD

Policy Period starts one hour prior to the function, and expires at date and time stated below.  
Policy period not to exceed one day or the length of time as specified on the liquor permit.

Effective Date: \_\_\_\_\_ (mm/dd/yy) Effective Time: \_\_\_\_\_ am pm

Expiry Date: \_\_\_\_\_ (mm/dd/yy) Expiry Time: \_\_\_\_\_ am pm

## LIABILITY DECLARATIONS

### Schedule of Limits of Liability

The Limits of the insurer's liability shall be stated herein, subject to all terms of this policy having reference thereto.

	COVERAGES	LIMIT OF LIABILITY	DEDUCTIBLE
<b>Inclusive Limit</b>	a. Commercial General Liability including Liquor Extension and Premises b. Non-owned auto coverage c. Tenants Legal Liability of \$500,000.00	\$____,000,000.00 -Bodily Injury each Occurrence -Property Damage each Accident -Aggregate	\$500.00

## PREMIUMS

**Premiums below are based on a single day event with no live entertainment nor sports. For multiple day events please submit application for quotation at least one week prior to the event. For events with live entertainment such as concerts, or events with sports please contact Capri Insurance for a Special Events Liability application.**

Limit of Liability:	\$1,000,000.00	\$2,000,000.00	
1 – 100 guests	\$96.00	\$135.00	<b>Premium Payable:</b> \$ _____ .00
101 – 500 guests	\$125.00	\$165.00	
501 + guests	Call for Quotation		

## PROCEDURES

An application must be completed separately for each Renter. Copy of application and payment must be submitted through the Archdiocese Office to CAPRI INSURANCE *prior to the event*. **NO BACK DATING** of the Application nor Certificate is permissible. Once bound, application is attached to and forms part of the policy.

Signature of Insured: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Broker who approved Application: \_\_\_\_\_

Signature of Broker: \_\_\_\_\_ Date: \_\_\_\_\_

For purposes of the Insurance Companies Act (Canada), this document was issued in the course of Lloyd's Underwriters' insurance business in Canada. 2012

## CLAIMS REPORTING AND PROCESSING

The timely, equitable and cost effective processing of all claims is a priority for the APEX program. To achieve this objective, the APEX has entered into a claims management agreement with Capri Insurance Services. Under the terms of this agreement Capri will manage the processing of all claims. Capri will provide a liaison between the APEX office, the Diocese and the loss location.

### In the Event of Property Damage

In the event of a loss, please complete the **Notice of Loss** form contained in this manual and forward it to the Diocese as soon as possible. The Diocese will forward a report to Capri. Once the report is filed, a Capri representative will contact you to advise you of the necessary actions to be taken.

### If Claim is under Deductible

Please report all claims to the Diocese. It is important for APEX to maintain records for these claims and the amount spent on repairs in order to evaluate true claims costs for the Group. This will also assist with developing a profile of frequent losses and areas where risk management or other deductibles might be required.

### Liability Claims (Incident Report / Notice of Injury)

- Do not accept liability in any situation for Third Party property damage or bodily injury.
- You may sympathize with and extend reasonable care to the injured party, but in no circumstances should you make any comments as to fault.
- If you are asked to make some compensation to a Claimant, simply advise them that you will refer the matter to your insurance company for appropriate handling.
- Important to obtain names and addresses of any witnesses, as well as written statements from employees or volunteers who may have been directly involved in a reportable situation.
- Treat any serious injury as a potential claim.

Document as much information as possible immediately after the incident, including photos of the exact location if possible (i.e. stairs, parking lots). Memories become less reliable with the passing of time and many claims are not formally reported until many months or even years following the incident.

**Refer to the Risk Management Information Manual as it relates to Liability Claims for more detail.**





# Notice of Loss Asset Protection Insurance Exchange

PLEASE COMPLETE AS MUCH DETAIL AS POSSIBLE AND FAX TO  
CAPRI INSURANCE SERVICES LTD. 1-250-860-1213 PH. 1-888-668-4441

DATE OF LOSS: \_\_\_\_\_ Time of Loss: \_\_\_\_\_

EPISCOPAL CORPORATION: \_\_\_\_\_

LOCATION OF LOSS (PARISH): \_\_\_\_\_

Parish Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_  
 Fax # \_\_\_\_\_  
 Email Address \_\_\_\_\_

ACCURATE DESCRIPTION OF THE CAUSE & TYPE OF DAMAGE (OR OCCURRENCE IF LIABILITY INCIDENT): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Police/Fire Department to Whom Reported: \_\_\_\_\_

Police File No. \_\_\_\_\_ Officer's Name \_\_\_\_\_

**INJURED PARTY**

Name: \_\_\_\_\_ Age \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Extent of Injury (if known) \_\_\_\_\_

\_\_\_\_\_

Name of Person Providing Report \_\_\_\_\_

Date Reported to Episcopal Corp. \_\_\_\_\_ Time \_\_\_\_\_

**FOR EPISCOPAL CORPORATION USE ONLY**

Scheduled Item # \_\_\_\_\_ Estimate of Loss \$ \_\_\_\_\_

Date Reported to Capri Insurance: \_\_\_\_\_ Time \_\_\_\_\_

**FOR CAPRI INSURANCE USE ONLY**

Date Claim Report Received \_\_\_\_\_ Claim # \_\_\_\_\_

Adjuster Assigned \_\_\_\_\_

Claims Procedures Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# INCIDENT REPORT NOTICE OF INJURY

**PLEASE COMPLETE AS MUCH DETAIL AS POSSIBLE AND FAX TO  
CAPRI INSURANCE SERVICES LTD. (250) 860-1213 PH. 1-888-668-4441**

Date of Loss \_\_\_\_\_ Time of Loss \_\_\_\_\_  
 Episcopal Corporation Name \_\_\_\_\_  
 Location Name \_\_\_\_\_  
 Address of Incident \_\_\_\_\_  
 Location of Loss (if different) \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_  
 Fax # \_\_\_\_\_ Cellular # \_\_\_\_\_  
 Accurate description of the occurrence \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**INJURED PARTY**  
 Name \_\_\_\_\_ Age \_\_\_\_\_  
 Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Extent of Injury (if known) \_\_\_\_\_

**CONTRIBUTING FACTORS**  
 Weather Conditions (circle all that apply): Clear, Dry, Sunny, Cloudy, Raining, Fog, Snowing, Daylight, Dusk, Dark, Other (describe) \_\_\_\_\_  
 Road/Sidewalk Conditions: (circle all that apply): Paved, Gravel, Sidewalk, Footpath, Wet, Dry, Icy, Snow-covered, Other (describe) \_\_\_\_\_  
 If snow or ice related: Date, Time and approx. amount of last snowfall \_\_\_\_\_  
 General Observations: Footwear-Type \_\_\_\_\_ Eyeglasses: yes/no \_\_\_\_\_ Pets: yes/no \_\_\_\_\_  
 Carrying anything: yes/no \_\_\_\_\_ Alcohol or Drug Involvement: yes/no \_\_\_\_\_  
 PHOTOGRAPH AREA: yes/no Date & Time Taken \_\_\_\_\_ By Whom \_\_\_\_\_

**WITNESSES (attach written statements if available)**

1. Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Address \_\_\_\_\_  
 Comments \_\_\_\_\_

2. Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Address \_\_\_\_\_  
 Comments \_\_\_\_\_

Who assisted the person/action taken: \_\_\_\_\_  
 Name of Person Providing Report \_\_\_\_\_  
 Date Reported to Capri Insurance \_\_\_\_\_ Time \_\_\_\_\_

**FOR CAPRI INSURANCE USE ONLY**  
 Date Claim Report Received \_\_\_\_\_ Claim # \_\_\_\_\_  
 Adjuster Assigned \_\_\_\_\_  
 Claims Procedures Taken \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

