

**PROTECTING THE CHURCH
IN CASE OF EMERGENCY**



WHO TO CALL: ANGLICAN DIOCESE OF NIAGARA: INSURANCE CLAIMS PROTOCOL

CONTROL ADJUSTER:	<p>Patricia Heaney, CIP, CLA, CRM, CFEI Senior General Adjuster Leading Edge Claims Services 78 HWY 20 West P.O. Box 1399, Fonthill, Ont.L0S 1E0 Phone 905-515-4392 or, 289-897-8676 Fax: 289-897-8677 patricia@leadingedgecs.ca or jeff@leadingedgecs.ca www.leadingedgecs.ca</p> <p>Gallagher Insurance Emergency After Hours (866) 813 8822 Linda Papadopoulos, Gallagher Insurance, Cell 905-537-2919 Linda_Papadopoulos@ajg.com;</p>
RESTORATION AND EMERGENCY REPAIRS:	<p>FIRST ON SITE RESTORATION Call Phone: 1-877-778-6731 (24/7/365)</p>

WHAT TO DO:	
FIRE:	➤ Get all occupants out of building. Don't go back inside. Call 911 and then the adjuster right away. Then call the contractor to secure the premises.
WATER:	➤ Shut off main water supply, only if safe to do so. To avoid the risk of electrocution never go into a building where extension cords are lying in water or the depth of the water exceeds 12". If in doubt, stay out and call for help. Call the adjuster and the contractor.
WINDSTORM/HAILSTORM:	➤ If a plumber comes out, ask them to keep any parts or other physical evidence for your insurance company. Don't remove from the site or throw anything out without speaking to the adjuster. (i.e. a split water line or elbow caused a leak)
VANDALISM/THEFT:	➤ These can cause damage to roof, siding, windows and the structure itself. Call the adjuster and contractor right away to protect buildings from further damage. i.e. Roof shingles missing from a roof could allow water to come in and cause more damage if left exposed.
VEHICLE IMPACT/COLLISION WITH BUILDING:	➤ Notify the police immediately and then call the adjuster. If the premises need to be secured, i.e. boarded up or new locks installed, call the contractor.
	➤ If anybody is injured or the building suffers major damage, call 911. Obtain the insurance information from the other driver.
	➤ Any other situation that you are not sure about-call the adjuster and contractor for guidance or advice.
	➤ Take lots of photos or videos immediately upon discovering the loss or damage.

Here is information you will need in case you notice a break-in, fire, gas odor, flood, or electrical problems.

EMERGENCY NUMBERS (insert local phone number and company name)	
EMERGENCY	911 (If there is an immediate risk to the safety of people and/or property i.e. fire, medical emergency, crime in progress, serious motor vehicle collision)

Document and notify all staff/ leadership of the location of the following mechanical controls/ shut offs.

Location of electrical breaker box	
Location of gas shut-off valve	
Location of water shut-off valve	

*If the claim relates to an emergency or incident,
please also contact Archdeacon Bill Mous following our reporting protocols.*