If an after-hours insurance claim occurs, please follow these steps:

1. Take reasonable measures to mitigate loss
	1. If the claim is due to a water loss, contact Servpro at 800-737-8776 for cleanup.  This firm can respond on a 24 hour basis.
	2. If immediate removal of building materials is needed, contact Ed Foster, Property & Construction, at 206-730-7204.
	3. If the affected area needs temporary protection, please retain a contractor or employees to secure the area.
2. Report to Sedgwick Claims Management Services
	1. Phone: 866-471-9518
	2. Incident report form: <http://www.seattlearchdiocese.org/Archdiocese/Insurance/forms.aspx>
	3. A Sedgwick claims adjuster will contact you within 24-48 hours
3. If needed, contact Maggie Parros at the Chancery Office for further discussion
	1. Business hours: 206-274-3120
	2. *after business hours:* 206-516-9746