

# ARCHDIOCESE OF SEATTLE

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**If an emergency property situation occurs, please follow these steps:**

- 1) Take reasonable measures to mitigate the loss and prevent further damage, such as shutting off water or turning off equipment
- 2) You may need to hire an Emergency Restoration Company for assistance responding to more severe situations. SERVPRO (844-746-0519) and ServiceMaster Recovery Management (844-993-0527) are two companies that can respond on a 24-hour basis.
- 3) An accredited AHERA building inspector must inspect and produce a good faith report on any materials that could be disturbed by the project during demolition or restoration. Work with asbestos-containing materials must be done by a certified abatement contractor.
  - a. An emergency restoration company may only test those materials to which they are directly exposed. You still need to hire an AHERA inspector to produce a complete and independent report for all areas requiring further demolition and repairs.
- 4) If the affected area needs temporary protection, please retain a contractor or employees to secure the area.
- 5) Report the incident to the Archdiocese's Third-Party Administrator, Sedgwick.
  - a. Phone: 866-471-9518
  - b. A Sedgwick claims adjuster should contact you within 48 hours
- 6) Contact the Property & Construction and Insurance Department as needed for further support and information.
  - a. Property & Construction: 206-382-4851 | [construction@seattlearch.org](mailto:construction@seattlearch.org)
  - b. Insurance: 206-274-3120 | [insurance@seattlearch.org](mailto:insurance@seattlearch.org)