

# Alberta Risk Managed Insurance Consortium – Claim Form

All Claims except Student Accident & International Student Accident

**Name of School Division:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Division Contact 1:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**Division Contact 2:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**Location of Loss: School/Building:** \_\_\_\_\_

**Town:** \_\_\_\_\_

**Date/Time of Loss:** \_\_\_\_\_

**Description of Loss:** \_\_\_\_\_

(Attach pictures if available) \_\_\_\_\_

**Loss Estimate:** \_\_\_\_\_

(If known) \_\_\_\_\_

**Notes:** \_\_\_\_\_

## Property Loss Procedures

- 1) Take immediate measures to protect and preserve your property from further damage
- 2) Take picture(s) of damaged property and surrounding area.
- 3) Do not proceed with repairs, alterations or replacement of damaged or lost property until advised by the Insurer to do so, except as required under Step 1.
- 4) Report incident to appropriate authorities (i.e. Police, etc.)
- 5) Designated individual to report loss to Marsh Canada for handling.

## Liability Loss Procedures

**Do not admit liability or offer your opinion of liability to anyone. Don't offer any compensation to anyone.**

- 1) As required, report incident to appropriate authorities (emergency services, etc.). If someone is injured or might be injured, administer first aid only if necessary.
- 2) Obtain the other party's name, address and contact information. Also, secure same details from any witnesses. Record the name of any attending medical / emergency personnel and the name of any medical facility accessed.
- 3) Complete Accident Report Form promptly and as completely as possible and forward to Marsh Canada.
- 4) Secure and maintain any tools and/or equipment/reports which may have been involved in the accident.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

To report a claim: Email: Christine Ahearn: [Christine.Ahearn@marsh.com](mailto:Christine.Ahearn@marsh.com)  
Claire Jose: [Claire.Jose@marsh.com](mailto:Claire.Jose@marsh.com)