

§2300 INSURANCE/RISK MANAGEMENT SERVICES

2301.1. Policy To report a loss or file a claim, parishes, schools and agencies shall contact Gallagher Bassett Services for all insurance matters in the Archdiocese.

Procedures

- a) Parishes, schools and agencies should contact Gallagher Bassett by calling (847)-394-3900 (24 hour emergency service).
- b) Parishes, schools and agencies should also contact Insurance/Risk Management Services for additional assistance.

2301.2. Policy Insurance/Risk Management Services (IRMS) shall provide advice, education, direction and counsel in the areas of loss prevention, transfer/retention of risk, loss minimization and claim administration.

Procedures

- a) IRMS seeks out the advice and counsel of Facilities Services and Construction, Real Estate and Insurance Services, the Department of Finance, Accounting Office, Office of Catholic Schools, Communications, Employee Services, Office of Legal Services, Gallagher Bassett Services, parishes, agencies, insurance carriers, defense counsel and other parties as needed.
- b) IRMS assists in the elimination, containment or reduction of exposures that diminish the value of financial and organizational resources.