



Community of Christ

RISK MANAGEMENT NEWS

FALL 2011

Welcome All! MCFOs, **this newsletter must be forwarded** to CFOs, campground and mission center leaders. **It is important** for them to receive this information.

The Bodily Injury/Accident and Sickness Report form has been revised and is available on the Risk Management website at <http://www.cofchrist.org/RISK/Claims-injury.asp>

Please download this new version for your files, complete the form when an accident occurs and send it as an attachment ASAP to smohler@cofchrist.org or kclark@cofchrist.org or you may fax the completed form to 816-521-3035. *Please note separate form for Worker's Compensation injuries.*
<http://www.cofchrist.org/risk/forms/employostate-ment-injury.pdf>

Losses can be controlled by inspecting your facility frequently. We provide a Loss Control Checklist on our website at www.cofchrist.org/risk/forms.asp. Each building should be reviewed at least annually, and indicated repairs or preventive measures should be implemented.

We have had significant trouble with storm-related claims recently. It is imperative that you inspect your building for damage shortly after a storm so that we can report damage to our carrier in a timely manner. Reports received long after the storms have passed are viewed suspiciously by adjusters and carrier.

It is time to winterize buildings. All buildings are highly susceptible to very costly damages due to improper winterization.

To winterize your building, please follow these steps:

- Drain and blow out underground irrigation systems
- Seal cracks and holes in outside walls and foundations with caulking to keep cold wind from pipes. Look for areas where cable TV or phone lines enter the building, to be sure holes are tightly sealed
- Clean gutters and downspouts
- Trim tree branches 5' to 6' back from building, including away from roof
- Change filters in furnace

If you shut off the water to vacant buildings (preferred method):

- Antifreeze in traps, toilet bowls, and tanks
- Drain water lines
- Thermostat set at 40 degrees Fahrenheit or 5 degrees Celsius (Thermostats set too low can cause burst pipes)

If you leave the water on in vacant buildings:

- Wrap pipes
- Keep water dripping in all faucets
- Thermostat set at 55 degrees Fahrenheit or 13 degrees Celsius