

Risk Planners

a division of Arthur J. Gallagher Risk Management Services, Inc

Customer Incident Report

Policy # _____

Date of Report: _____

Report Completed By: _____

**All accidents should immediately be called to 1.800.328.6382
faxed to 952.358.7585, or emailed to claims@riskplanners.com**

BUSINESS CONTACT INFORMATION

****DO NOT GIVE THIS FORM TO CUSTOMER TO COMPLETE****

Named Insured:		Store Name:	
Contact Name:		Title:	
Store Address:		City:	State: Zip:
Phone Number:	Fax Number:	Email Address:	
Manager or Assistant Manager's Name:		Manager's Phone Number:	

CUSTOMER INFORMATION

Date of Incident:	Time of Injury: AM PM	Weather Conditions:	
Name of Injured Person:	SS#:	Age:	Sex:
Address:		City:	State: Zip:
Phone Number:	Work Ph. Number:	Glasses or Contact Lenses: Y / N	Rescue/Medical Called: Y / N

1. Where did the incident occur? (Specify exact location, aisle, department, insided, outside, etc.)

2. Briefly describe the incident:

3. What is the name of the person responsible for monitoring the area? _____

4. When was the area last inspected prior to the incident? _____

5. If incident occurred outside, is the area controlled by? Store: _____ Landlord: _____

LANDLORD INFORMATION

Company Name:			
Contact Name:		Title:	
Address:		City:	State: Zip:
Phone Number:	Fax Number:	Email Address:	

6. Briefly describe the injury or damage (including part of the body affected, nature of property damage, type of vehicle, etc.):

WITNESS INFORMATION (Name, Address, Phone, including employees)

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

Risk Planners, a division of Arthur J. Gallagher Risk Management Services, Inc

3600 American Blvd. W, Suite 500 - Bloomington, MN 55431 ~ 1.800.328.6382 ~ www.riskplanners.com ~ claims@riskplanners.com