

MARINE CLAIMS PROCEDURES

HULL & MACHINERY

1. Take whatever reasonable immediate steps that are necessary to prevent any further loss or damage including temporary repairs that may be needed. Keep all damaged parts that may be needed. Keep all damaged parts that may be replaced during these repairs so a marine surveyor can inspect them at a later date.
2. Report the accident to The Polaris Group at (907) 297-7377 as soon as possible. Prompt reporting of any accident, regardless of how serious it may be, is extremely important, as late reporting may prejudice insurance coverage.
3. The Skipper should fax or mail to Coastal Marine Fund a written statement giving full details of the occurrence including the date, location, cause, and a brief description of the damage as soon as possible.
4. When the port for permanent repairs has been determined, call The Polaris Group again so a marine surveyor can be sent to inspect the damage before permanent repairs begin.
5. When the surveyor has inspected the damage and has recommended what repairs need to be done, final repairs can begin. Keep invoices and receipts for all repairs. These will need to be forwarded to the surveyor for his approval and report to underwriters.
6. Notify The Polaris Group when final repairs are complete and the vessel is ready to return to its normal operations.

CREW INJURY OR ILLNESS

1. Give any immediate first aid that may be needed. If medical attention is needed, transport the crewman to the nearest doctor or hospital as soon as possible.
2. Report the injury or illness to The Polaris Group at (907) 297-7377 as soon as practicable. Minor injuries such as small cuts, or minor illnesses such as a cold, do not need to be reported if medical attention will not be required. If in doubt about the seriousness of the injury or illness, The Polaris Group should be notified.
3. The Skipper should fax or mail to The Polaris Group a written statement giving full details of the occurrence including the date, nature of injury or illness, cause, first aid given, and whether the crewman was transported to a hospital or doctor for treatment. Any witnesses to the occurrence should also write and sign a statement to send with the Skipper's report.
4. Keep all invoices or receipts for any expenses related to the crewman's injury or illness, such as charges for evacuation, wage advances or air fare home. Copies of these receipts should also be sent to The Polaris Group as soon as possible.

POLLUTION

1. Any serious leakage of oil or other hazardous substance into the water should be reported immediately to the nearest U.S. Coast Guard Station or vessel. Upon arrival, the Coast Guard will direct the clean-up operation and will let you know what needs to be done.
2. Take whatever steps are necessary to stop or reduce the leakage while waiting for the Coast Guard to arrive on the scene. Report the incident to The Polaris Group at (907) 297-7377 as soon as possible.

The Polaris Group

(907) 297-7377
(907) 297-7379
(907) 654-4342
(907) 854-5686

Anchorage Office
Anchorage Fax
Roy after hours Cell
Linda after hours Cell

Claims Email: cmf@alaska.net
Seattle Office: (206) 378-6090 back up only
Seattle Fax: (206) 378-6077 back up only
Eli Bjornoy: (206) 226-6734 (cell) back up

IN CASE OF A MEDICAL EMERGENCY (24/7)
CALL ALASKA MARITIME PHYSICIANS: (907) 751-4374

(206) 409-2997

Peter Evich Telephone

CMF Fax : (206) 400-2877



Coastal Marine Fund
P.O. Box 305
Edmonds, WA 98020-0305