

Within 7 days of an incident, send completed Insurance Incident Reporting forms to:

Corazon "Cora" Dumlao, Agent Kainoa Scheer

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Copy: Keri Mehling (<u>kerionmaui@yahoo.com</u>)

Walter Vierra (wpv@hawaiiantel.net)

Be sure to include information for the contact person at the Canoe Club that is submitting the report!

Include the waiver for the person(s) injured.

Include the crew list with phone numbers for the crew members & each witness statement.

If an escort boat is involved, include the escort boat waiver and contact information.