

## **Reporting and Response Procedure for Accidents, Injuries, Emergencies**

**Revisions Adopted by President's Cabinet 4/26/16**

**Adopted by President's Cabinet 4/28/15**

All personal injuries and accidents must be reported to the Human Resources Office immediately so that an ***EGSC Accident/Incident Report***, as required by the Occupational Safety and Health Administration may be completed. A report must be completed for accidents and injuries on campus regardless of whether medical attention is required. Public Safety will complete an ***EGSC Accident/Incident Report*** in all cases where Public Safety responds to a call for assistance for accidents, injuries and emergencies.

Employees requiring non-emergency medical treatment for an injury on the job must check with the Human Resources Office for instructions on obtaining appropriate services. Deviation from the approved Workers Compensation Panel of Physicians may result in non-payment of the claim by the Department of Administrative Services.

If a student, faculty, staff or visitor experiences an injury or medical emergency on campus that requires transport for medical attention, Public Safety will be immediately notified by the faculty member, supervisor or the first person on the scene. The faculty member, supervisor or first person on the scene will remain with the injured until Public Safety arrives and/or the individual is transported for medical attention. In emergencies, an ambulance will be called by Public Safety. Public Safety will provide immediate transport to the hospital when an ambulance is delayed or unavailable. In non-emergency cases of accident or injury, Public Safety will be notified of the need for transport for medical attention. If Public Safety is not available, Public Safety will arrange for another available college employee to provide transport. Public Safety or other college employee providing transport will remain with the injured until a family member arrives or is notified. Public Safety or other college employee providing transport will notify Human Resources of injured employees transported to the hospital and Human Resources will maintain contact with the injured employee. Public Safety will notify the Vice President for Student Affairs of injured students transported to the hospital and the Vice President for Student Affairs will maintain contact with the injured student.

If a student, faculty, staff or visitor experiences a mental health crisis while on campus, the faculty member, supervisor or the first person on the scene will notify Public Safety. The faculty member, supervisor or first person on the scene will remain with the individual (or remain at a safe distance for observation purposes) until Public Safety arrives. Public Safety will evaluate the situation and if necessary, contact the EGSC counselor for advice and intervention. If it is determined that the individual should be transported for medical attention, and the individual consents, Public Safety and/or the EGSC counselor will remain with the individual (or remain at a safe distance for observation purposes) until an ambulance arrives. If an ambulance is unavailable, Public Safety will transport the individual to the hospital. Public Safety will remain at the hospital until a friend or family member arrives. If it is determined that the individual should be transported for medical attention but the individual refuses medical attention, Public Safety will notify the individual's emergency contact / family member and request transportation. Public Safety will remain with the individual (or remain at a safe distance for observation purposes) until the individual is picked up by the emergency contact/ family member. Public Safety will notify Human Resources of transported injured employees and will notify the Vice President for Student Affairs of transported injured students, and each will maintain contact with the injured employee or student, respectively.

### Public Safety Contact Numbers:

**Swainsboro:** Monday - Friday 8:00 AM until 5:00 PM 478-289-2090

Weekends and Nights-Public Safety Cell phone 478-455-0125

**Statesboro:** Public Safety 489-455-1606 (cell) / Georgia Southern University Police 912-478-5234

**Augusta:** Georgia Regents University Campus Police – Summerville Campus 706-721-2911