

INCIDENT REPORT QUICK-REFERENCE

Security: x6-7777 or 410-516-7777 or blue-light pylon

1. **Emergency?** Follow emergency procedures and call Security now.
2. **After-hours?**
Call Security to report incident.
3. **Non-emergency injury/illness**
If YES, contact health authorities:
 - Employees (including students receiving pay):
call Occupational Health at x6-0450 or (410) 516-0450;
escort the injured to the clinic at Wyman Park W601
 - Students (other than employees):
call Student Health & Wellness at x6-8270 or (410) 516-8270;
escort the injured to the clinic at 3003 N. Charles St, Suite N-200
 - Other university affiliates (e.g. postdoctoral fellows):
call Security at x6-7777 if first aid required/transport needed;
otherwise, instruct the affiliate to visit his/her doctor or the Union Memorial Hospital emergency room at 201 E. University Parkway
 - Visitors:
call Security immediately for assistance
 - After hours:
call Security for first aid/transport to emergency room. Injured employees: tell the triage nurse this is a JHU work-related injury.
4. **Property damage or hazardous materials spill ?** Call Health, Safety, and Environment at x6-8798 or (410) 516-8798 as soon as possible.
5. **Close call?** Email description to closecalls@jhu.edu.

Report all incidents in a laboratory to the principal investigator or lab director as soon as possible after emergency and medical concerns have been addressed.

