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.

Contact Dr. Dan Kuespert, Laboratory Safety Advocate, at 410-516-5525 or dkuespert@jhu.edu for more information about this JHU Safety Note.