How to Respond to an Injury

When an injury occurs follow these steps:

1. **If the injury is serious, seek medical assistance immediately by calling 911 to get an ambulance en route to Jordan Hall located at 1001 East Third Street.** If the individual is unconscious, Automated External Defibrillator (AED) machines are located outside Jordan A003 (856-1785) and Myers Hall 150. **Important: The AED machines should only be used by trained personnel.**

2. **All injuries—employees, students, volunteers, fellowship recipients, international visitors—must be reported to Jessica Hooten, 855-6284, JH 127D, as soon as possible.** If the injured party is en route to the hospital, it is the responsibility of the supervisor or instructor to report the injury to Jessica. **If an injury occurs outside of normal business hours, report it to Jessica at the beginning of the next work day.**

3. **All accidents that involve potential exposure to BSL2 agents (bacteria, cell lines, viruses, etc.) should be reported to Sally (Sarah) Lawson at Environmental Health & Safety, 856-5360, as soon as possible.**

4. **If the injury is minor, send the individual to see Jessica Hooten, JH 127D at the time of the accident. Never advise an individual to delay seeking treatment or not to seek treatment.** Jessica will complete an occupational injury report for employees—anyone that is injured will be advised to seek treatment regardless of the seriousness of the injury. If an employee elects not to seek treatment, the occupational injury report will be filed to this effect.

**Employees** are sent to IU Health Occupational Services West at **3443 West 3rd Street**, open 8a.m. to 6p.m. Monday through Friday. Employees who do not seek treatment at IU Health Occupational Services West or IU Health Bloomington Hospital and instead elect to go elsewhere for treatment (i.e. personal physician) will be responsible for any costs resulting from treatment of the injury.

**Students** are sent to the IU Health Center at 600 N. Jordan, open Fall and Spring semesters and summer sessions 8a.m. to 4:30pm Monday through Friday. **Important note: The University does not carry medical premises coverage. In most instances, medical costs incurred by a student, visitor or volunteer are covered by the individual's private insurance carrier not the University.**

If IU Health West and the IU Student Health Center are closed, the injured party will be advised to go to the IU Health Bloomington Hospital emergency room at 601 W. Second Street.

5. **If a medical care provider advises a University employee of work restrictions or that he/she is unable to return to work, a patient work status form must be given to Jessica. Jessica is responsible for reporting all employee lost time to Worker's Compensation Services.**

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