INCIDENT REPORTING & INJURY RESPONSE
IMMEDIATELY REPORT ANY KIND / ANY TIME

CALL x5000 or 626-395-5000*

* 626-395 is the prefix for ALL campus telephone land-lines

CAMPUS SECURITY provides a field response and calls 911 if needed, then reports all health and safety-related incidents to Student Affairs, HR: leaveunit@caltech.edu and EHS: safety@caltech.edu.

WORKPLACE REPORTING PROCESS

1) **PI's, MANAGERS, OR SUPERVISORS MUST SUBMIT** a completed Supervisor's Injury Investigation Report to Caltech's Disability and Leave Administration: leaveunit@caltech.edu as soon as possible, not to exceed three (3) days from when the actual incident/illness occurred.

2) **CALTECH'S DISABILITY AND LEAVE ADMINISTRATION UNIT (DLAU)** will provide injured employees direct assistance including all necessary forms. See the DLAU Reporting and Managing an Injury in the Workplace Process for further information.

FAQ's

1. **What happens when I call 5000?**
Over the phone, Campus Security will request all pertinent information such as your name, call back number, location of the situation, and the nature/extent of injury, incident, or accident. Campus Security will call 911 if needed, then go to the field location, assess the situation, and provide necessary assistance given the circumstance.

2. **Why call x5000 and NOT call 911?**
Campus Security contacts 911 directly on behalf of on-campus emergencies and escorts emergency responders who are not knowledgeable about campus buildings/locations.

3. **I have further questions about this topic. Whom do I call?**
Please reach out to Student Affairs, leaveunit@caltech.edu or safety@caltech.edu.

4. **Is it ever too late to report an incident?**
NO, it is never too late. Remedy and continued care for the affected individual is the overriding goal.

5. **Are students treated differently than employees of Caltech?**
For emergency response and first aid, there is no difference. Contact Student Affairs, leaveunit@caltech.edu or safety@caltech.edu for further assistance.