

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

CONTACT CAMPUS SECURITY x5000

| INFORM DISPATCHER OF... | CAMPUS EMERGENCY RESOURCES |
|--|---|
| <ul style="list-style-type: none">• The nature of the emergency• Your name• Phone number from which you are calling• Phone number where you can be reached• Your location <p>Unless there is an immediate threat to your safety, DO NOT hang up until you are sure no further information is required.</p> | <ul style="list-style-type: none">• Campus Security X5000 – 24 Hour Emergency Dispatch X4701 – Non-Emergency Assistance• Environment, Health and Safety X6727: 8:00 AM – 5:00 PM Mon – Fri X5000: 24 Emergency On-Call• Facilities Management X4717 – 24 Hour Service Center |

INCIDENT REPORTING PROCESS

- 1) **EMPLOYEE, LAB COORDINATOR, PI, MANAGER, or SUPERVISOR** immediately reports any illness or injury to Campus Security by calling x5000 or 626-395-5000 **AND** notifies the/their direct report.
- 2) **CAMPUS SECURITY** provides an initial field response, then reports all health and safety-related incidents to HR: leaveunit@caltech.edu and EHS: safety@caltech.edu.
- 3) **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.

RELATED RESOURCES

- [Medical Attention for Work-Related Injuries](#)
- [Supervisor's Injury Investigation Report](#)