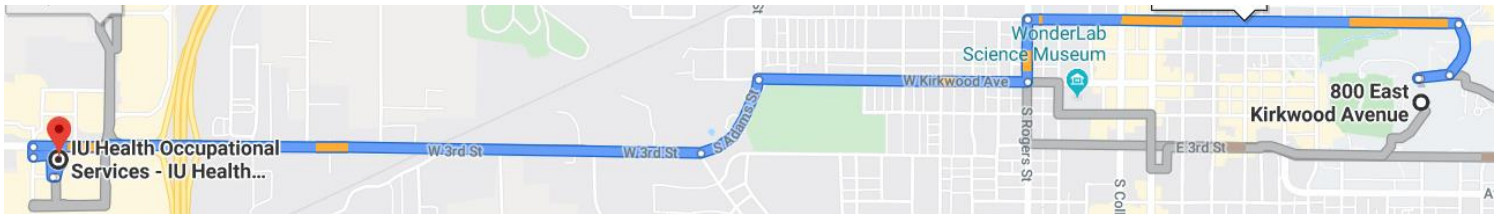


**Serious or life-threatening injuries should be handled by calling 911. The paperwork can be filled out after the seriously injured person has been treated.**

1. Remove victim from threat of further injury
2. Notify Research Group Leadership if possible
  - a. Inform the PI or alternate safety contact as soon as possible
  - b. Inform group safety officer of the incident
3. Injury Occurs During Regular Business Hours (Mon-Fri, 8am-6pm)
  - a. Inform Department Administration to get Workers Compensation paperwork started
    - i. Jennifer McCloud 812-855-2246 (room 125E)
    - ii. Jonathan Karty 812-855-4619 (room 125G)
    - iii. Ashley Mills 812-855-2994 (room 115C)
  - b. If the injured person requires off-site medical attention, PI or administrator must fill out form at <https://iuhr-fireform.eas.iu.edu/online/form/index/entiub> (requires IU login)
    - i. MUST be filled out PRIOR TO GOING TO THE DOCTOR if possible.
    - ii. Take injured person to IU Health Occupational Services at 3443 W. Third St. (Mon-Fri 8am – 6 pm), 812-353-3443.



4. Injury Occurs After Business Hours
  - a. Call IUPD dispatch 812-855-4111 if a dangerous Chemical Spill is involved
  - b. If PI or lab alternate emergency contact is unavailable call:
    - i. Jon Karty (812-855-4619 forwards to his cell)
    - ii. Chad Schaeffer (812-855-2241 forwards to his cell)
  - c. IU Health Urgent Care at 326 S. Woodcrest Dr. (Mon-Fri, 8am-8pm, Sat and Sun 8am-6pm)
  - d. Bloomington Hospital at 2651 E. Discovery Parkway (always open)
5. By the end of the next business day!
  - a. Complete the IU Occupational Injury/Illness form found here. [http://hr.iu.edu/workers/occ\\_form.html](http://hr.iu.edu/workers/occ_form.html)
  - b. If a chemical was involved in the injury, please complete the Spill or Incident Follow Up report <https://protect.iu.edu/machform/view.php?id=40365>
6. Further Information
  - a. <https://www.chem.indiana.edu/safety/>
  - b. <https://protect.iu.edu/environmental-health/research-safety/lab-safety.html>
  - c. <https://hr.iu.edu/workers/> (Workers' Compensation Info)