

# Emergency Evacuation & Accident/Injury Reporting Procedures

## Reporting Accident, Injury & Safety-related Matter

### What to do if you become injured or ill on the job:

Report the injury/illness to your Manager/Supervisor and the Worker's Compensation Coordinator (510-885-7668) ASAP, no matter how trivial the injury. If it's after hours, report it ASAP the next business day.

If you need immediate medical assistance:

- Call 911 from any campus phone. You will be connected to a campus police dispatcher who will summon emergency medical assistance.
- If you dial 911 from a cell phone, tell the dispatcher that you would like to be connected to the CSU, East Bay police department.

*Reporting a Safety Hazard or Concern* ~~By you needoua~~ ~~715.200.2215~~ ~~at you a~~ ~~the jobRe~~ ~~Dispatch~~ ~~715.200.2215~~