

# University Illness/Injury Response and Reporting Procedures

Immediately inform supervisor on duty of incident.  
Supervisor on duty assumes responsibility at this point.

Person's relationship to UNI at time of incident

UNI Faculty/Staff  
UNI Student Employee  
UNI Student Volunteer

UNI Student  
UNI Student doing coursework  
Non-UNI person

Is this a life-threatening emergency that requires an ambulance?

**YES**

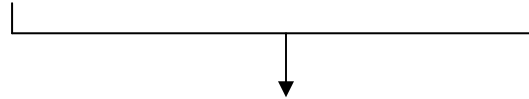
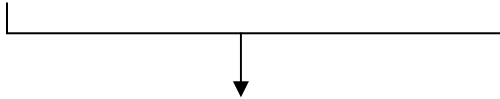
**NO**

**YES**

**NO**

<ol style="list-style-type: none"> <li>1. Call 9-1-1 (from campus phone 9-9-1-1) to request ambulance.</li> <li>2. Call UNI Public Safety 273-4000 (from campus phone 3-4000) to inform them ambulance has been called.</li> <li>3. Post people outside building main entrances to direct responders to accident scene.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist injured person as needed to stabilize.</li> <li>2. If non-emergency medical attention required:                             <ol style="list-style-type: none"> <li>a. Mon.-Fri., 7:00am-8:00pm, Sat. &amp; Sun., 10:00am-6:00pm</li> </ol>                             MUST go to Occupational Medicine &amp; Wellness, 226 Bluebell Rd. (corner of Greenhill Rd. &amp; S. Main St.), Cedar Falls, IA. Call 319-575-                         </li> </ol>	<ol style="list-style-type: none"> <li>1. Call 9-1-1 (from campus phone 9-9-1-1) to request ambulance.</li> <li>2. Call UNI Public Safety 273-4000 (from campus phone 3-4000) to inform them ambulance has been called.</li> <li>3. Post people outside building main entrances to direct responders to accident scene.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist injured person as needed to stabilize.</li> <li>2. If non-emergency medical attention required:                             <ol style="list-style-type: none"> <li>a. If student: Mon.-Fri., 8:00am-4:45pm, refer to UNI Student Health Clinic.</li> <li>b. If outside these hours, refer students and non-students to local Urgent Care Facilities or</li> </ol> </li> </ol>
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4. Complete Reporting Forms as follows:	5600 to inform them person from UNI coming in for care. b. If outside these hours, go to Sartori Hospital, Emergency Dept., 515 College St., Cedar Falls, IA. 4. Complete Reporting Forms as follows:	4. Complete Reporting Forms as follows:	local Hospital Emergency Rooms (for list of facilities, see <a href="http://www.uni.edu/health/hours.html">http://www.uni.edu/health/hours.html</a> . 3. Complete Reporting Forms as follows:
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<p><b>1. First Report of Injury or Illness form</b>  <u>Required</u> for Workers' Compensation. Form is available in the UNI Forms Repository. <u>Within 24 hrs.</u>, Supervisor on duty at the time of incident <b>MUST</b> complete on-line form and email to <a href="mailto:Therese.Callaghan@uni.edu">Therese.Callaghan@uni.edu</a>. Copy to Dept. Office. See <a href="http://www.vpaf.uni.edu/hrs/benefits/workerscomp/index.shtml">http://www.vpaf.uni.edu/hrs/benefits/workerscomp/index.shtml</a> for more information about Supervisor's responsibilities.</p>	<p><b>1. First Report of Injury or Illness form -Not applicable</b></p>
<p><b>2. UNI Illness/Injury Report Form</b>  <u>Required</u> by UNI Public Safety. Form is available in the UNI Forms Repository. To be completed at the time of the incident by the Supervisor on duty at the time. Original to Public Safety (0023); copy to Human Resources (0034); copy to Dept. Office.</p>	<p><b>2. UNI's Illness/Injury Report Form</b>  <u>Required</u> by UNI Public Safety. Complete if the illness/injury occurred on UNI property or to a person involved in a UNI activity. Form is available in the UNI Forms Repository. To be completed at the time of the incident by the Supervisor on duty at the time. Original to Public Safety (0023); copy to Human Resources (0034); copy to Dept. Office.</p>
<p><b>3. UNI Physical Plant Supervisor Accident Investigation Report</b>  For UNI Safety Office. <b>Is required</b> if a First Report of Injury or Illness form was completed. Form and additional information is available at the University Environmental Health and Safety website at <a href="http://www.vpaf.uni.edu/ehso/uniprograms.shtml">http://www.vpaf.uni.edu/ehso/uniprograms.shtml</a> . To be completed as soon as possible by the Supervisor on duty at the time of the incident. Original to UNI Safety Manager (0197); copy to Dept. Office.</p>	<p><b>3. University Accident Investigation Report</b>  For UNI Safety Office. <b>Is optional, but highly recommended.</b> Form and additional information is available at the University Environmental Health and Safety website at <a href="http://www.vpaf.uni.edu/ehso/uniprograms.shtml">http://www.vpaf.uni.edu/ehso/uniprograms.shtml</a> . To be completed as soon as possible by the Supervisor on duty at the time of the incident. Original to UNI Safety Manager (0197); copy to Dept. Office.</p>