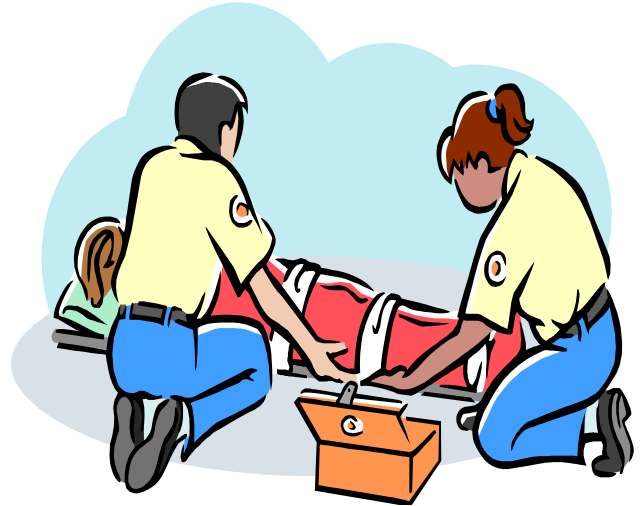


Accident Response

IMMEDIATE CARE

When an accident occurs where a person is injured, the first response is to take care of any injured employees, students or visitors. Quickly assess what care is needed and contact Public Safety at (619) 644-7654 or use the emergency phone in any classroom or emergency call boxes. If the accident appears to be an emergency or serious in nature, call 911. If in doubt, call for help anyway.



NOTIFICATION

Once any serious injuries have been addressed, be sure to notify the Safety & Insurance Dept. after the incident, but no longer than 24 hours; also notify Employment Services if an employee is involved.



IF YOU'RE INVOLVED IN AN ACCIDENT

If you're the one involved in the accident, be sure to notify your supervisor. You will need to complete an accident report, describing the accident, its location, accident causes and any witness names. You may also need follow-up care.

