WHEN AN INJURY OCCURS:

1. **RESPOND**
   - **A** Obtain first aid immediately.
     - For Emergency Medical Services: Dial 911
     - For work-related non-emergencies, call and proceed to SU Occupational Health Center as necessary:
       - 480 Oak Road, Stanford, CA
       - Phone: 650-725-5308
   - **B** Secure the scene.

2. **REPORT**
   - **A** Inform your supervisor immediately.
     - For a serious injury, immediately call the EH&S 24/7 Emergency Hotline at 650-725-9999 for required reporting.
   - **B** Submit an incident report (su17.stanford.edu) within 24 hours.

3. **REVIEW**
   - **A** Review incident to determine cause(s).
   - **B** Take corrective action to prevent further incidence.
     - Consult EH&S for assistance.

IF YOU FEEL AN UNSAFE CONDITION CAN POSE POSSIBLE HARM TO OTHERS, INFORM YOUR SUPERVISOR OR CONTACT EH&S AT 650-723-0448. FOR ANONYMOUS REPORTING, DIAL 650-721-2667.