

IN THE EVENT OF AN INJURY

IF THE INJURY IS SEVERE AND REQUIRES EMERGENCY MEDICAL SERVICES (EMS):

- Dial 911, give exact location (i.e. Texas State University, Building Name and Building Address, Room Number, etc...) along with other information.
 - Calling with cell phone will get you the San Marcos Police Department or Hays Co. Sheriff Dispatcher, DO NOT HANG UP PHONE UNTIL HELP ARRIVES.
 - Calling with landline (office phone) will get you the Texas State University Police Dispatcher, DO NOT HANG UP PHONE UNTIL HELP ARRIVES.
- Provide First Aid until EMS arrives.
- If injured person university employee, for Workers' Compensation purposes, supervisor must fill out "Supervisor's Report of Incident, Injury or Illness" within 24 hours of accident. Instructions and form can be found on Texas State University web site:

<http://www.fss.txstate.edu/ehsrp/forms/WorkerForms/SuperReport.html>

IF THE INJURY IS MINOR:

- Provide First Aid as needed.
- If injured person university employee, for Workers' Compensation purposes, supervisor must fill out "Supervisor's Report of Incident, Injury or Illness" within 24 hours of accident. Instructions and form can be found on Texas State University web site:

<http://www.fss.txstate.edu/ehsrp/forms/WorkerForms/SuperReport.html>

- If the injured person is a university employee and wants to seek further medical treatment they should first contact

Diana Trelles

Workers Compensation Specialist

Office of Environmental Health Safety, and Risk Management

1-512-246-3616

- If the injured person is not a university employee, they should seek further treatment at the Student Health Center

Contact Information: Office of Environmental Health, Safety and Risk Management 1-512-245-3616
Afterhours and Weekends 1-512-738-6650