WHEN AN INJURY OCCURS:

1. **RESPOND**
   - **Obtain First Aid Immediately**
     - For Emergency Medical Services
       - Dial 911
     - For Non-Emergencies Contact Health Services
       - Dial (859) 572-5650 to schedule an appointment
         - University Center 440
   - **Secure the Scene**

2. **REPORT**
   - **Inform Your Supervisor Immediately**
     - For a serious injury call Safety and Emergency Management 24/7
       - Dial (859) 572-6528
   - **Submit an Accident/Incident Report within 24 Hours**
     - [https://inside.nku.edu/safety/reporting.html](https://inside.nku.edu/safety/reporting.html)

3. **REVIEW**
   - **Review Incident to Determine Causes**
   - **Take Corrective Action to Prevent Further Incidence**
     - Consult Human Resources (859) 572-7556 and/or Safety and Emergency Management for Assistance
       - (859) 572-6528

If you feel an unsafe condition could pose possible harm to others, inform your supervisor or call Safety and Emergency Management at (859) 572-6528.