EMERGENCY PROCEDURES FOR STUDENT ORGANIZATIONS

ON-CAMPUS INJURY

STEP ONE

If it is LIFE-THREATENING
- Call 911
- Perform first aid if TRAINED and the scene is safe.

If it is NON-LIFE-THREATENING
- **Business Hours**
  - Go to Thielen Student Health Center.
- **After Hours**
  - Go to Mary Greeley Medical Center Emergency Room or follow up with primary care physician.

STEP TWO
- Complete an ISU Incident Report via ISU Incident Portal within 24 hours.
  - Click “Report a New Incident” and select “Click here to report an injury to a Non-Employee.”

OFF-CAMPUS INJURY

STEP ONE
- If the injury or event leading to the injury is significant, call **911**.
- If additional assistance and consultation is needed, call **DPS (515) 294-4428**.

STEP TWO
- Complete an ISU Incident Report via ISU Incident Portal within 24 hours.
  - Click “Report a New Incident” and select “Click here to report an injury to a Non-Employee.”

MOTOR VEHICLE ACCIDENT

WITH INJURIES

STEP ONE
- Call 911.
- Call Transportation Services (515) 509-1686.
- If additional assistance and consultation is needed, call **DPS (515) 294-4428**.

STEP TWO
- Complete an ISU Incident Report via ISU Incident Portal within 24 hours.
  - Click “Report a New Incident” and select “Create Multiple Incidents.”

WITHOUT INJURIES

STEP ONE
- Call 911.
- Call Transportation Services (515) 509-1686.

STEP TWO
- Complete the Motor Vehicle Accident Incident Report via ISU Incident Portal within 24 hours.
  - Click “Report a New Incident” and select “Click here to report a Motor Vehicle Accident.”

Scan here for the ISU Incident Portal riskmanagement.iastate.edu/Report