

EMERGENCY PROCEDURES FOR EMPLOYEE ACCIDENTS & INJURIES

OFF-CAMPUS INJURY

STEP ONE

If the injury or event leading to the injury is significant, call **911**.

Notify your department or supervisor about the off-campus injury.

If non-life threatening and care is needed see the QR code below for approved medical providers.

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 an employee."



Scan here for the Approved medical providers in Iowa for work comp

ON-CAMPUS INJURY

STEP ONE

If it is LIFE-THREATENING

- Call **911**.
- Ensure the scene is safe.
- If TRAINED, perform first aid.

If it is NON-LIFE-THREATENING

Business Hours

Option 1: Supervisor to schedule appointment with McFarland Clinic Occupational Medicine (515) 239-4496.

Option 2: (For First Aid Only) ISU Occupational Medicine, (515) 294-2056, treats minor work related injuries or conditions.

After Hours

Go to Mary Greeley Medical Center ER or McFarland Urgent Care

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 an employee."

MOTOR VEHICLE ACCIDENT

STEP ONE

Call **911**.

Notify your department or supervisor about the motor vehicle accident.

Call Transportation Services (515) 509-1686.

STEP TWO

Complete an ISU motor vehicle accident and employee injury incident report via the ISU Incident Portal within 24 hours.

Click "Report a New Incident" and select "Create Multiple Incidents."



Scan here for the ISU Incident Portal