

Emergency contacts

IU police department: 812-855-4111

Unconscious victim CPR/AED: 812-856-1785

Automatic External Defibrillator (AED) units in both
Biology Building and Myers Hall

Medical emergencies: 911

Injuries—first response

- Jessica Hooten 812-855-6284

Injuries—reports

- Jessica Hooten 812-855-6284
- Shana Wigington (backup) 812-855-6283

CPR/first aid

- Jessica Hooten 812-855-6284
- Jenn Tarter 812-856-3984
- Aaron Fellows 812-855-0748
- Rowan Tansey 812-855-1691
- Josh Goodman 812-856-2385
- Cliff Huggins 812-855-5051

Building maintenance

- Physical Plant night/emergency: 812-855-8728 *Available 24/7*
- Cliff Huggins (weekdays 7:30am-4:00pm): 812-855-5051
(cell: 812-340-4138)

What to do when a **life threatening** injury or accident occurs:

STEP 1

Call 911 to get an ambulance en route. If in doubt about the condition, still call 911! (If someone is nearby while the victim is unconscious, have that person call 911 while you call for the AED at 812-856-1785.)

If the person is unconscious, call 812-856-1785 for the AED (Automatic External DEFIBRILLATOR) machine.

AEDs are located in both the Biology Bldg. and Myers Hall:

- outside BB A003
- across from 1st-floor vending machines
- outside BB 220
- across from BB 333
- in the 4th-floor atrium stairwell
- outside MY 150
- outside MY 330

Defibrillators are most effective within 3 minutes of cardiac arrest so TIME IS OF THE ESSENCE. Do not use the AED unless you are trained to do so.

Provide 911 with the following information: (1) building (2) room number and/or specific location (3) victim name, (4) brief description of the victim's condition: unconsciousness, bleeding, etc. (5) any other information to allow help to reach the victim quickly.

STEP 2

If you are trained and certified in first aid, then administer first aid according to your training.

STEP 3

Ask anyone else nearby to seek help by calling:

- Jessica Hooten (812-855-6284) or Shana Wigington (812-855-6283) during business hours (7:00 a.m. - 4:00 p.m.)
- Local and trained first aid personnel (see [emergency contact list](#))
- The employee's supervisor or if in a class the instructor of record

STEP 4

Ask people to keep the area clear for trained emergency personnel to assist the victim.

NOTE: If you are alone with the victim and you are not trained and it is after hours, always call 911 before you do anything. Seek any help that you can. See emergency response numbers below.

What to do for general injuries and accidents:

STEP 1

If you have any doubt about the potential of severity of the circumstances, call 911.

STEP 2

Contact:

- Jessica Hooten (812-855-6284) or Shana Wigington (812-855-6283) during business hours (generally 7:00 a.m. - 4:00 p.m.)
- The employee's supervisor or if in a class the instructor of record

STEP 3

Complete an injury report for employees or an INLOCC Incident Report for those not on payroll (e.g., students, volunteers).

If the injury is not life-threatening, send the employee to Jessica Hooten in Biology Bldg. 127D to complete and submit the appropriate report. The injured person will be advised to seek medical attention regardless of the seriousness of the injury. If the injured employee elects to disregard this advice, the employee injury report will indicate this.

STEP 4

An injured employee must seek treatment at the following locations:

- IU Health Occupational Services West (3443 West 3rd Street, Bloomington). Hours: Monday–Friday, 8:00 a.m.–6:00 p.m., and Saturday, 8:00 a.m.–2:00 p.m. An online form/report must be filed by the department prior to seeking treatment.
- If the injury occurs outside of IU Health Occupational Services West hours, the employee will be advised to seek treatment at the IU Health Bloomington Hospital Emergency Department (2651 East Discovery Parkway, Bloomington).

If the employee refuses treatment at IU Health Occupational Services West (during office hours) or at IU Health Bloomington Hospital (after hours) and prefers to go to another medical facility and/or if the employee fails to report the injury in a timely manner, the employee will be responsible for any cost resulting from treatment of the injury.

An injured student (non-employee) may seek treatment at the following locations Please note: they will be on their own coverage/insurance for expenses occurred during the visit

- IU Student Health Center (600 North Eagleson Avenue, Bloomington). Hours: Monday–Friday, 8:00 a.m.–4:30 p.m.
- If the injury occurs outside of IU Student Health Center hours, the student will be advised to seek treatment at the IU Health Bloomington Hospital Emergency Department (2651 East Discovery Parkway, Bloomington).