

MAJOR INJURIES or ILLNESSES

If serious or life threatening, contact the University Police by dialing 711. They will arrange for emergency response / transport.

1. Advise or have fellow employee advise your supervisor of situation.
2. Request that your supervisor complete "[Supervisor's Investigation Report](#)" and fax it to Risk Management at (410) 706-1520.
3. If able complete (if unable supervisor should complete) the "[Employee's First Report of Injury](#)" and fax to Risk Management at (410) 706-1520.

Note: If injury or illness is not life threatening but requires immediate medical assistance, go to the UMMS Emergency Room , advise your supervisor promptly of your injury and follow steps 2 and 3, above. Also advise the UMMS ER that you area university employee.

4. Notify Risk Management if you are to be off work or on modified duty. Supply copy of medical leave slip or light duty request to both your supervisor and Risk Management. Note: If employee is unable to do so, the supervisor or manager should do so.