Injured in the Animal Facility?

Clean any wound thoroughly with soap and water for 15 minutes or
If a foreign substance gets splashed in the eye – use an eyewash station for 15 minutes.

If a true medical **EMERGENCY**, report to Emory University Hospital Emergency Department or call 911. Employee should also contact Occupational Injury Management (OIM) at 404-686-8587 or by entering ID 50464 at 404-686-5500.

If Not

**Minor Injury, Not Requiring Treatment**
- Complete an Accident/Injury Entry via PeopleSoft*.
- Notify supervisor of incident

**Non-emergency, Requiring Treatment**
- Complete an Accident/Injury Entry via PeopleSoft*.
- Call 404-686-8587 to speak with OIM during business hours (7:30 to 4:00, Monday through Friday)
- After-hours phone 404-686-5500 and enter ID 50464

*If unable to access PeopleSoft for whatever reason (e.g., not an Emory employee, no internet access, etc.), call 404-686-8587 to speak with OIM during business hours (7:30-4:00 Monday through Friday). After-hours, phone 404-686-5500 and enter ID 50464.

Updated – 7/12/2013