

From the office of the:
Director of Human Resources



The University Of
T A M P A

UTSEC-HRNP

Interim Protocols Pending Senior
 Staff Disposition: August 22, 2016

UT SECURITY HUMAN RESOURCES NOTIFICATION PROCEDURES

Accident-Incident: Injury

University of Tampa Employees, Faculty and Students are directed to contact security upon reports of accidents involving injuries that require immediate medical attention.

Security responds as follows:

- 1. Ask if injury(ies) require emergency medical responders**
- 2. Ask if 911 was contacted –if not dial 911 and request emergency assistance if necessary.**
- 3. Ask Caller to identify exact location for arriving medical responders**
- 4. Ask caller to provide their full name and direct contact number.**
- 5. Dispatch Security team to site to secure area and meet responders.**
- 6. Ensure Caller is in safe area to acquire additional information.**

- 7. Stand ready to guide emergency personnel to site of incident.**
- 8. Secure the Accident Area - Evacuate if necessary and prevent access.**
- 9. Telephone the UT Contact below and leave message if no answer:**

INJURED UT EMPLOYEES , STUDENTS, or VISITORS CONTACT:

Donna Popovich
Work: 813-253-6237
Cell: 813-504-8805
Home: 813-684-8044
Or
Steve Kucera
Cell: 813-842-3528

INJURED SODEXHO EMPLOYEES CONTACT:

Jennifer Isenbeck
Cell: 813-731-2203
Work: 813-257-3374
Or
John Gavin
Cell: 813-508-5832
Or
Jack Wise
Cell: 813-601-3742



Closest Emergency Medical Facility

Tampa General Hospital
813-844-7000
<https://www.tgh.org/>

Closest Urgent Care Facility

South Tampa
 Immediate Care
 602 S Howard Ave
 Tampa, FL 33606
813-253-2113
<http://www.southtampaimmediatcare.com/>
 MON-FRI: 8AM-10PM
 SAT-SUN: 9AM-5PM

Chemical Safety Data
 Sheets [SDSs] are
 located online at
<http://utweb.ut.edu/ehs>

Reminder

Arriving Medical Responders may need to be guided to site of injury—have your team ready to greet and guide!

*Security—Refer to
 UT SEC-CERNP if
 Chemicals Are
 Involved.*