



See next page for definitions, resources, and other important information.

CARNEGIE MELLON UNIVERSITY'S INCIDENT RESPONSE FLOWCHART

I. PURPOSE:

The purpose of this chart is to establish a guidance document, applicable to all individuals working for or at Carnegie Mellon, to streamline incident response procedures, including reporting, thereby increasing the speed and quality of care for affected individuals.

II. SCOPE:

Procedures outlined in Carnegie Mellon University's Incident Response Flowchart apply to all CMU members (students/faculty/staff) and non-CMU affiliates, paid and unpaid, who may be involved in an accident or acquire an injury or illness in the course of their work for or at the University.

This flowchart shows procedures which must be carried out within the first 24 hours following an incident, as this is the critical period for incident response. Reporting **MUST** occur within the designated timeframe, regardless of time of day or day of the week. For this purpose, supervisors should provide a phone number that they can be reached at 24/7. **In the case of a serious or potentially life-threatening emergency, immediately report the incident to EH&S at (412) 268-8182—this is a 24/7 phone number.**

III. DEFINITIONS

- 1. EMERGENCY:** All hazardous material exposures and serious work-related injuries/illnesses constitute emergency situations. Emergency/urgent incidents require immediate intervention to prevent a worsening of the individual's condition.
- 2. NON-URGENT:** Minor work-related injuries/illnesses where immediate intervention is not required to prevent the worsening of the individual's health condition. (If in doubt, treat as urgent.)
- 3. NON-INJURY/NEAR-MISS:** Incidents where no personal injury or illness was sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred. (OSHA)
- 4. WORK-RELATED:** An accident, injury, or illness is considered "work-related" if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. *Exceptions may apply.* (OSHA)

IV. RESOURCES

Environmental Health & Safety (EH&S)

Facilities Management Building, 3rd Floor

Phone: 412-268-8182

Fax: 412-268-7871

Worker's Compensation Form: www.cmu.edu/hr/benefits/benefit_programs/forms/WCforms.pdf

Supervisor Responsibilities Flowchart: <http://www.cmu.edu/ehs/Workplace-Construction/documents/supervisor-responsibilities.pdf>

Non-Injury/Near-Miss Report: <http://www.cmu.edu/ehs/Workplace-Construction/documents/Non-Injury Near-Miss Incident Form.pdf>