

**Reporting Injuries occurring to students and invited CSLA program participants:**

1. For life threatening injuries immediately call 911 or notify campus police at ext. 3-3700
2. For non-life threatening injuries, refer the injured party to the Student Health Center.
3. Employees who witness incidents involving personal injury (excluding injuries to students treated in the Student Health Center) will complete the Accident Report form and forward the report to RM/EHS.
4. The Student Health Center Director and Medical Chief of Staff will submit a copy of all student and visitor injury reports to RM/EHS
5. The Cal state LA Accident Report form can be found at: [here](http://www.calstatela.edu/sites/default/files/univ/ehs/docs/rm/al_injury_report.pdf).

For more information contact the RM/EHS department at ext. 3-3527 or 3-3531.