

**Procedure for Reporting Injury Occurring on Campus to a Non-Employee:**

**In the event of an injury on campus to an individual (other than an employee), the following procedure must be followed:**

1. Contact the Department of Public Safety at 94444 to report the incident. Request medical attention if necessary.
2. A Public Safety Officer will take a report of the incident and forward the necessary information to the Insurance Manager for review.
3. The Insurance Manager will coordinate all claim activities with the insurance company when necessary and will contact the responsible individual to make all necessary arrangements.

To check on the status of a liability claim in which you were involved, please contact Ashlie Feick at 610-519-6603.

Please note injuries to employees are handled by Beth Green (610-519-7954) of the Human Resources Department.