

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 Manager of Risk Management & Insurance for review.
3. The Manager of Risk Management & Insurance 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 Marie Heesen (610-519-4239) of the Human Resources Department.