



INJURED LCS EMPLOYEE INSTRUCTIONS

2020-2021

- I. **In the event of LIFE THREATNING or MAJOR EMERGENCY STOP and dial 911 or go to the nearest Hospital.**
- II. **CONTACT RISK MANAGEMENT AT ONE OF THE FOLLOWING NUMBERS: Tod Stupski 850-561-8359 Office, 850- 274-3450 Cell. Or, Heather Collins 850-561-8357 Office or 850-408-0171**
- III. **In the event of non-life threatening emergency occurring Monday through Friday, 8am to 5pm, FIRST: REPORT THE INJURY TO YOUR SUPERVISOR AND THE RISK MANAGEMENT DEPARTMENT.**
You will be instructed where to go for Medical Treatment by the Risk Management Department if the injury doesn't require Emergency Medical Treatment. Immediately then go to : Jet Medical Center ,1838 Jacliff Court, Tallahassee, Florida 32308 , 1-850-889-1234
- IV. **AFTER HOURS, WEEKENDS, AND HOLIDAYS OBTAIN TREATMENT AT THE Hospital or Walk-In Facility listed; **TALLAHASSEE MEMORIAL EMERGENCY CENTER NORTHEAST, 1260 METROPOLITAN BLVD., TALLAHASSEE, FL 32312 OR PATIENTS FIRST, LAKE ELLA, 1690 N MONROE ST. TALLAHASSEE, FL 32303****
- V. **YOU ARE REQUIRED TO CONTACT THE RISK MANAGEMENT DEPARTMENT WITHIN 24 HOURS FOLLOWING INJURY, OR AS SOON AS REASONABLY POSSIBLE THEREAFTER TO COMPLETE REQUIRED PAPERWORK. 850-561-8357, COLLINSH@LEONSCHOOLS.NET- Heather Collins**