

DIRECTIONS FOR HOW TO PROCEED IF INJURED ON THE JOB

In case of a life threatening or major emergency, call 911 or go to the nearest hospital. Contact Risk Management at one of the following numbers.

Janet Heath – 850-487-7113 (850-508-0519 Cell)

Gary Gayle – 487-7216

Laura Adams -0487-7151

In case of a non-life threatening emergency occurring Monday through Friday, 8 AM – 5 PM, report the injury to your supervisor and the Risk Management Department at the numbers listed above. You will be instructed where to go for medical attention by the Risk Management Department if the injury does not require immediate attention. Immediately go to the medical walk-in facility listed below if medical treatment is necessary.

Patients First

505 Appleyard Drive

Tallahassee, FL 32304

Obtain treatment at a hospital or walk-in facility listed below if the injury occurs after hours, weekends, and holidays.

Capital Regional Medical Center

2626 Capital Medical Blvd

Tallahassee, FL 32308

Patients First – Lake Ella

1690 N Monroe St

Tallahassee, FL 32303

You are required to come to the Risk Management office within 24 hours following an injury, or as soon as is reasonably possible thereafter, to complete the required paperwork. The office is located at 2757 West Pensacola Street.