

Injured Individual

Call (626) 395-5000

If **NOT** a life threatening emergency

During HR Office Hours.

8:00 am – 5:00 pm (M-F)

Notify your Supervisor, Security at extension **5000**, Disability & Leave Unit (DLAU) at extension **3092**
[Click](#) for further information

DLAU will give Authorization for an Occupational Clinic

[Locations noted below](#)

Contact DLAU following treatment to complete injury forms or email completed forms to leaveunit@caltech.edu

After HR Office Hours

After 5:00 pm M-F & on weekends or holidays

Immediately contact your supervisor/manager and Campus Security at extension **5000**.
[Click](#) for further information

You will be directed to either go to the emergency room at [Huntington Memorial Hospital](#) or go to the nearest emergency room

On the **Next Business Day** Injured employees need to contact DLAU at
(626)395-3092
leaveunit@caltech.edu

In the event of a **Life threatening** emergency,

Contact Campus Security, **(626) 395-5000**

Campus Security will respond and coordinate with **Pasadena Fire Department** to have the injured individual transported to the **nearest emergency room**

[Click](#) for further information

All injured employees must contact **DLAU** immediately following treatment or on the **Next Business Day** at **(626)395-3092**
leaveunit@caltech.edu

Supervisors/Managers

Contact DLAU of the injury immediately and provide the [Supervisors' Injury and Accident Investigation Report](#) within 48 hours of injury to leaveunit@caltech.edu & safety@caltech.edu

When an injured employee needs a ride to the clinic

Concentra offers free **Lift/Uber** pick-ups. [Click](#) here to find out more. For **after-hours**, employees can receive a ride from security to **ER**. Please arrange your own transportation for return.

Treatment Locations

Urgent Injuries:

Concentra – Pre-Authorization from DLAU is required and will be provided during work hours. There are numerous Concentra locations throughout Los Angeles. [Click](#) for list of Occupational Health Service locations and hours of operation.

Emergencies/After Hours:

Nearest Emergency Room coordinated by Campus Security