

## EMERGENCIES

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***For a life or limb-threatening medical or mental health emergency:***

- Call **911** to reach New York City Emergency Services
- Then call [NYU Public Safety](#) at **(212) 998-2222** to report the emergency (82222 from campus phones).

***For non-life threatening injury requiring first aid or urgent care:***

- Contact Public Safety at **(212) 998-2222**
- Call **(212) 443-1000** to reach the **Student Health Center – Urgent Care Reception** (or contact another urgent care clinic)

***For urgent mental health needs:***

- Call the [Wellness Exchange](#) 24/7 hotline at **(212) 443-9999**
- Or call [NYU Public Safety](#) 24/7 at **(212) 998-2222**

### Incident / Injury Protocol

- For a life- or limb-threatening medical or mental health emergency:
  - Call 911
  - Contact Public Safety (8-2222 from campus phones) and inform them of the situation and that you have contacted 911
- For a non life-threatening injury requiring first aid or urgent care:
  - Contact Public Safety (8-2222 from campus phones)
  - Seek medical attention at an urgent care center:
    - If near Washington Square (New York City campus), the [NYU Student Health Center - Urgent Care](#) Reception Desk is located at 726 Broadway, Third Floor. If possible, someone should contact the Urgent Care Reception Desk at (212) 443-1000 in advance to notify them that the injured is coming.
    - Departments should identify a nearby Urgent Care facility if you are not near the Washington Square campus or in the event that you need urgent care after NYU Student Health Center Urgent Care center is closed.
  - Students and employees should not transport an injured individual to a hospital or urgent care center—request assistance from Public Safety. You might accompany the individual (if permitted by Public Safety or an ambulance).
  - For Public Safety transport to NYU Student Health Center, call the Urgent Care Reception Desk at (212) 443-1000 in advance to verify they can treat the injured.

### Incident / Injury Protocol (continued)

- If a **work-related** injury, employees may be treated at [NYU Student Health Center – Urgent Care](#). Call the Urgent Care Reception Desk at (212) 443-1000 in advance to notify them that the employee is coming.
- If an employee (including student employees) has a work-related injury, and even if the employee did not receive medical care, a supervisor or HRO must complete the [NYU Work Related Incident / Injury Form](#) within three (3) days from the date of the incident. This form must be completed even if the injured employee did not lose time from work and even if the employee does not want to file a claim.
- All injuries, accidents, or near-miss incidents (an accident where no injury may have occurred but potential for injury is high) should be reported on [Steinhardt's Incident/Injury Report Form](#).
- Departments should post a note in every First Aid kit to fill out the Steinhardt Incident/Injury Report Form when items have been removed for first aid treatment.
- Send Steinhardt Incident/Injury Report to Randy Susevich, Safety Specialist: scan & email to [rs188@nyu.edu](mailto:rs188@nyu.edu) or fax to 5-3474
- Keep emergency numbers posted near all phones. Contact [Randy Susevich](#), Steinhardt Safety Specialist at 212-992-6733 for suggestions.