INJURY REPORTING INSTRUCTIONS

1. FILL OUT INJURY AND ILLNESS REPORT FORM

2. IF NO MEDICAL ATTENTION REQUIRED:
   - DO NOT CALL “DOAS 24 HOUR INJURY REPORT LINE”

3. IF MEDICAL ATTENTION IS REQUIRED:
   - CALL “DOAS 24 HOUR INJURY REPORT LINE” at (877) 656-7475
   - PLEASE NOTE:
     - AGENCY UNIT LOCATION # – GEORGIA TECH: # 7202
     - YOU DO NOT HAVE TO GIVE YOUR SOCIAL SECURITY NUMBER (SSN)

4. MAIL COMPLETED INJURY AND ILLNESS REPORT TO:
   EHS Office
   Attn: General Safety Manager
   Mail Code: 0465
   or Fax: 404-894-5042