

Procurement, Contracts & Risk Management

Klamath Falls: 541-885-1133

Wilsonville: 503-821-1277

**IF AN EMERGENCY SITUATION OR
INCIDENT REQUIRES IMMEDIATE MEDICAL ATTENTION
CALL 911; 9911 (On K-Falls Campus); or Campus Safety 541-885-0911**

INCIDENT OR HAZARD observed with potential to cause harm to people, property or the environment

- Incident/Hazard needs immediate attention:
Call: K-Falls: 541-885-1690; WLW: 503-821-1291
- Submit a Facilities Work Order Request in MyOIT under the Faculty/Staff tab

ACCIDENT occurs that has resulted in injury or illness to a person (any) or property damage or environmental harm
Note Special Rule for Employees Below

- Immediately contact Risk Management (see above numbers)
- Alternate Contact: K-Falls: 541-892-3894 (EH&S)
WLW: 503-821-1291 (Op. Mgr.)
- Go to: www.oit.edu/faculty-staff/risk-management to obtain an Incident Report Form and complete within 24 hours of the Incident/Accident

Any INCIDENT or ACCIDENT involving an **EMPLOYEE** (including student workers)

- Immediately notify supervisor and contact Human Resources at: 541-885-1028
- Complete HR Accident Report/Forms

VEHICLE INCIDENT or ACCIDENT occurs that either has or has not resulted in injury or illness to a person (any) or property damage of any kind

- Immediately contact Risk Management (see above numbers)
- Go to: www.oit.edu/faculty-staff/risk-management to obtain an Incident/Accident Report Form