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:
   ATTN: EHS General Safety Office
   Mail Code: 0465
   or Fax: 404-894-5042