

Managing Work-Related Injuries During Campus Closings

When University of West Florida campuses close for hurricanes or other emergencies, the following work-related accident reporting procedures apply:

Life-Threatening Injuries

- Available personnel should call University Police at (850) 474-2415 (x-2415 from any University telephone). If required, University Police will call an ambulance.
- The employee should be transported to West Florida Hospital Emergency Room located at 8383 N. Davis Hwy, Pensacola, FL or to the nearest emergency room immediately.
- Injuries should be reported to AmeriSys at 1-800-455-2079. If telephone communication is initially impossible, contact AmeriSys as soon as possible.
- An [Employee Report of Injury Form](#) should be completed by the employee (if available) and the acting supervisor and sent to Human Resources in Building 20E.

Non-Life-Threatening Injuries

- The injured employee should notify the acting supervisor of the injury.
- Injuries should be reported to AmeriSys at 1-800-455-2079. A nurse will direct the employee to appropriate medical care.
- The employee will be assigned a nurse case manager who will coordinate all medical care. The employee and supervisor should complete [Employee Report of Injury Form](#) and send it to the Human Resources Department in Building 20E.
- If telephone communication is initially impossible, the employee should be transported to the nearest urgent care center (such as Baptist Medical Park Occupational Health near the main campus at 9400 University Pkwy, Pensacola, FL or if Baptist Medical Park Occupational Health is not operational then to West Florida Hospital Emergency Room located at 8383 N. Davis Hwy, Pensacola, FL) and contact AmeriSys as soon as possible.
- Any employee injured during a campus closing should contact the Human Resources Department on the first day of campus reopening.

Important Contact Numbers for Injured Employees During Campus Closings:

- AmeriSys: 1-800-455-2079.
- Florida Department of Financial Services, Division of Workers' Compensation Injured Worker Hotline: 1-800-342-1741
- UWF Human Resources Department: **(850) 474-2694/Fax (850) 857-6030**
- University Police Department: **2911 or 2415**

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