Emergency Dispatch will not send the CFD or an ambulance unless specifically requested. Please don’t hesitate to call 123.

**Fatality (8 hours)**
- Injury/Illness requiring medical attention (24 hours)
- Laboratory exposures
  - Chemical
  - Eyewash or shower used
  - Biological/Needlestick*
  - Animal bite/scratch
  - Laser
  - Radioactive
- Chemical spill OR oil spill enters a drain or impacts grounds (Immediately)
- Chemical OR oil spill that is
  - Hazardous/toxic
  - Too large for spill kit
- Confirmed fire/explosion
- Significant property damage (Flooding in multiple rooms/levels, disruption to building operations)
- Odor complaint leading to building evacuation or multiple occupants struck ill

**Laboratory exposures**
- Chemical
- Eyewash or shower used
- Biological/Needlestick*
- Animal bite/scratch
- Laser
- Radioactive

**Chemical spill OR oil spill enters a drain or impacts grounds**
- Fatality
- Significant property damage
- Odor complaint leading to building evacuation or multiple occupants struck ill

**Laboratory exposures**
- Chemical
- Eyewash or shower used
- Biological/Needlestick*
- Animal bite/scratch
- Laser
- Radioactive

**Non-Emergency**
- Minor injury, first-aid was self-applied or medical attention was not needed
- Minor chemical or oil spill
  - Non-hazardous
  - Addressed with spill kit
  - Drain/grounds not impacted
- Incident occurred that had the potential to cause an accident

**EHS is legally required to notify regulatory agencies within a specific time period for these events. Immediate reporting to ORS and EHS is critical.**

*For needlesticks, immediately call the Needlestick Hotline (773.753.1880) and enter pager 9990 when prompted and type in your 10-digit call back number and a nurse will call you back.

**If you’re located in an off-campus facility (e.g., Gleacher Center, Ricketts,) please call 911 for fires and/or serious injuries and then follow the procedures outlined in this document.**
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<th>FAQs</th>
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<td><strong>Q: Where can I submit a report?</strong>&lt;br&gt;A: Download the UCAIR mobile app (IOS or Android) or go to ucair.uchicago.edu to submit a report online and learn more about UCAIR. The UCAIR link is also present on the websites of both safety offices (EHS and ORS).</td>
<td><strong>Q: Why should I use UCAIR?</strong>&lt;br&gt;A: Your UCAIR report will allow the safety offices to follow-up and determine the root cause of an accident/incident, which can drive change and eliminate future occurrences.</td>
<td><strong>Contact Information</strong>&lt;br&gt;<strong>Laboratory Safety</strong>&lt;br&gt;Questions regarding UCAIR in research labs or lab activities? Contact the Laboratory Safety Specialists (LSS) first.&lt;br&gt;&lt;br&gt;<strong>BSD LSS</strong>&lt;br&gt;Jeff Melton.................773.834.1171&lt;br&gt;Anita Guedea.............773.834.2708&lt;br&gt;Chris Delgado...............773.702.2904&lt;br&gt;&lt;br&gt;<strong>PSD LSS</strong>&lt;br&gt;Megan Utley...........773.702.6872&lt;br&gt;&lt;br&gt;<strong>Office of Research Safety</strong> - 773.834.2707&lt;br&gt;<a href="mailto:researchsafety@uchicago.edu">researchsafety@uchicago.edu</a>&lt;br&gt;&lt;br&gt;<strong>Radiation Safety</strong> - 773.702.6299&lt;br&gt;<strong>General Safety (Non-Lab)</strong>&lt;br&gt;Questions in University buildings (non-lab activities), construction sites, and campus grounds? Contact Environmental Health and Safety <a href="mailto:safety@uchicago.edu">safety@uchicago.edu</a>&lt;br&gt;773.702.9999&lt;br&gt;&lt;br&gt;<strong>Building Issues</strong>&lt;br&gt;For non-emergency building issues or building maintenance requests, contact your facility operations group to submit a work order. If you have a facility manager contact them first, they may be able to provide assistance and coordinate building-wide requests.&lt;br&gt;&lt;br&gt;<strong>Facilities Services</strong>............773.834.1414&lt;br&gt;&lt;br&gt;<strong>Physical Plant</strong>..............773.702.6295</td>
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<td><strong>Q: Do I need to login to UCAIR?</strong>&lt;br&gt;A: No. Anyone can access the UCAIR tool and submit a report.</td>
<td><strong>Q: What is the difference between UCAIR and UCARE?</strong>&lt;br&gt;A: UCAIR is a system for submitting a report about any accident/incident that occurs on campus or work-related injuries at off-campus locations. UCARE is the University of Chicago Alcohol Risk Reduction Education Program that is managed by Student Health and Counseling Services (SHCS).</td>
<td><strong>Laboratory Safety</strong>&lt;br&gt;Questions regarding UCAIR in research labs or lab activities? Contact the Laboratory Safety Specialists (LSS) first.&lt;br&gt;&lt;br&gt;<strong>BSD LSS</strong>&lt;br&gt;Jeff Melton.................773.834.1171&lt;br&gt;Anita Guedea.............773.834.2708&lt;br&gt;Chris Delgado...............773.702.2904&lt;br&gt;&lt;br&gt;<strong>PSD LSS</strong>&lt;br&gt;Megan Utley...........773.702.6872&lt;br&gt;&lt;br&gt;<strong>Office of Research Safety</strong> - 773.834.2707&lt;br&gt;<a href="mailto:researchsafety@uchicago.edu">researchsafety@uchicago.edu</a>&lt;br&gt;&lt;br&gt;<strong>Radiation Safety</strong> - 773.702.6299&lt;br&gt;<strong>General Safety (Non-Lab)</strong>&lt;br&gt;Questions in University buildings (non-lab activities), construction sites, and campus grounds? Contact Environmental Health and Safety <a href="mailto:safety@uchicago.edu">safety@uchicago.edu</a>&lt;br&gt;773.702.9999&lt;br&gt;&lt;br&gt;<strong>Building Issues</strong>&lt;br&gt;For non-emergency building issues or building maintenance requests, contact your facility operations group to submit a work order. If you have a facility manager contact them first, they may be able to provide assistance and coordinate building-wide requests.&lt;br&gt;&lt;br&gt;<strong>Facilities Services</strong>............773.834.1414&lt;br&gt;&lt;br&gt;<strong>Physical Plant</strong>..............773.702.6295</td>
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<td><strong>Q: Can I report an accident/incident anonymously?</strong>&lt;br&gt;A: Yes. However, anonymous reporting is only for events that do not require medical attention. If a University employee sustains an injury requiring medical attention they must follow the Risk Management Policy 525 – Workers’ Compensation and complete forms with their supervisor. If you are reporting a non-injury anonymously, please be as detailed as possible to ensure we can locate the area to determine the root cause.</td>
<td><strong>Q: Does this replace the whistleblower hotline?</strong>&lt;br&gt;A: No. Please call the University's whistleblower hotline at 1.800.971.4317 to report unethical or inappropriate behavior.</td>
<td><strong>Laboratory Safety</strong>&lt;br&gt;Questions regarding UCAIR in research labs or lab activities? Contact the Laboratory Safety Specialists (LSS) first.&lt;br&gt;&lt;br&gt;<strong>BSD LSS</strong>&lt;br&gt;Jeff Melton.................773.834.1171&lt;br&gt;Anita Guedea.............773.834.2708&lt;br&gt;Chris Delgado...............773.702.2904&lt;br&gt;&lt;br&gt;<strong>PSD LSS</strong>&lt;br&gt;Megan Utley...........773.702.6872&lt;br&gt;&lt;br&gt;<strong>Office of Research Safety</strong> - 773.834.2707&lt;br&gt;<a href="mailto:researchsafety@uchicago.edu">researchsafety@uchicago.edu</a>&lt;br&gt;&lt;br&gt;<strong>Radiation Safety</strong> - 773.702.6299&lt;br&gt;<strong>General Safety (Non-Lab)</strong>&lt;br&gt;Questions in University buildings (non-lab activities), construction sites, and campus grounds? Contact Environmental Health and Safety <a href="mailto:safety@uchicago.edu">safety@uchicago.edu</a>&lt;br&gt;773.702.9999&lt;br&gt;&lt;br&gt;<strong>Building Issues</strong>&lt;br&gt;For non-emergency building issues or building maintenance requests, contact your facility operations group to submit a work order. If you have a facility manager contact them first, they may be able to provide assistance and coordinate building-wide requests.&lt;br&gt;&lt;br&gt;<strong>Facilities Services</strong>............773.834.1414&lt;br&gt;&lt;br&gt;<strong>Physical Plant</strong>..............773.702.6295</td>
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<td><strong>Q: I work in a Medical Center building, does the process change?</strong>&lt;br&gt;A: Yes. Call Public Safety at 773.702.6262 to report all emergencies in the Medical Center and follow their reporting procedures. If you are a University employee, then you can also submit a report using the UCAIR tool.</td>
<td><strong>Q: How do I know whether to report something?</strong>&lt;br&gt;A: All accidents/incidents should be reported no matter how minor. Reporting of accidents/incidents helps identify the cause and prevent future occurrences. If in doubt, report it.</td>
<td><strong>Laboratory Safety</strong>&lt;br&gt;Questions regarding UCAIR in research labs or lab activities? Contact the Laboratory Safety Specialists (LSS) first.&lt;br&gt;&lt;br&gt;<strong>BSD LSS</strong>&lt;br&gt;Jeff Melton.................773.834.1171&lt;br&gt;Anita Guedea.............773.834.2708&lt;br&gt;Chris Delgado...............773.702.2904&lt;br&gt;&lt;br&gt;<strong>PSD LSS</strong>&lt;br&gt;Megan Utley...........773.702.6872&lt;br&gt;&lt;br&gt;<strong>Office of Research Safety</strong> - 773.834.2707&lt;br&gt;<a href="mailto:researchsafety@uchicago.edu">researchsafety@uchicago.edu</a>&lt;br&gt;&lt;br&gt;<strong>Radiation Safety</strong> - 773.702.6299&lt;br&gt;<strong>General Safety (Non-Lab)</strong>&lt;br&gt;Questions in University buildings (non-lab activities), construction sites, and campus grounds? Contact Environmental Health and Safety <a href="mailto:safety@uchicago.edu">safety@uchicago.edu</a>&lt;br&gt;773.702.9999&lt;br&gt;&lt;br&gt;<strong>Building Issues</strong>&lt;br&gt;For non-emergency building issues or building maintenance requests, contact your facility operations group to submit a work order. If you have a facility manager contact them first, they may be able to provide assistance and coordinate building-wide requests.&lt;br&gt;&lt;br&gt;<strong>Facilities Services</strong>............773.834.1414&lt;br&gt;&lt;br&gt;<strong>Physical Plant</strong>..............773.702.6295</td>
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<td><strong>Q: If I submit a report to UCAIR, does it notify UCPD?</strong>&lt;br&gt;A: No. The UCAIR tool only sends a notification to the main email boxes of the safety offices (EHS and ORS). In the event of an emergency call UCPD at 123 or 773.702.8181 to ensure proper emergency response procedures are triggered (e.g., UCPD pages: On-call engineer, On-call Safety Officer for EHS and/or ORS).</td>
<td><strong>Q: When should I not use the UCAIR system?</strong>&lt;br&gt;A: UCAIR’s main goal is to eliminate preventable injuries and significant accidents that impact university employees or disrupt facility operations on a large scale. Do not use UCAIR to report crimes, building maintenance issues, condensation, musty odors, mold/mildew, nor nuisance odors related to food/cooking. Contact Facilities Services or Physical Plant for all building related maintenance issues and the appropriate safety office for routine safety work requests. Contact Environmental Health and Safety for non-lab related issues and the Office of Research Safety for lab related issues.</td>
<td><strong>Laboratory Safety</strong>&lt;br&gt;Questions regarding UCAIR in research labs or lab activities? Contact the Laboratory Safety Specialists (LSS) first.&lt;br&gt;&lt;br&gt;<strong>BSD LSS</strong>&lt;br&gt;Jeff Melton.................773.834.1171&lt;br&gt;Anita Guedea.............773.834.2708&lt;br&gt;Chris Delgado...............773.702.2904&lt;br&gt;&lt;br&gt;<strong>PSD LSS</strong>&lt;br&gt;Megan Utley...........773.702.6872&lt;br&gt;&lt;br&gt;<strong>Office of Research Safety</strong> - 773.834.2707&lt;br&gt;<a href="mailto:researchsafety@uchicago.edu">researchsafety@uchicago.edu</a>&lt;br&gt;&lt;br&gt;<strong>Radiation Safety</strong> - 773.702.6299&lt;br&gt;<strong>General Safety (Non-Lab)</strong>&lt;br&gt;Questions in University buildings (non-lab activities), construction sites, and campus grounds? Contact Environmental Health and Safety <a href="mailto:safety@uchicago.edu">safety@uchicago.edu</a>&lt;br&gt;773.702.9999&lt;br&gt;&lt;br&gt;<strong>Building Issues</strong>&lt;br&gt;For non-emergency building issues or building maintenance requests, contact your facility operations group to submit a work order. If you have a facility manager contact them first, they may be able to provide assistance and coordinate building-wide requests.&lt;br&gt;&lt;br&gt;<strong>Facilities Services</strong>............773.834.1414&lt;br&gt;&lt;br&gt;<strong>Physical Plant</strong>..............773.702.6295</td>
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