

**In the event of an injury/illness serious enough to call 911,**  
use the following protocol in the order listed:

1. Immediately call 911 or 9-911 (from a Cooper phone) and/or administer first aid.
2. Tend to the injured/ill individual until trained medical personnel arrive on the scene.
3. Call Thomas Tresselt, Director of Security (646.529.4821) or Ruben Savizky (347.268.2537). Try both numbers if necessary to reach a person live; leave a detailed message if you can't reach either one.
4. Fill out this form and leave it with security. If possible, also fax a copy to 212.353.4011.

The Cooper Union  
for the Advancement  
of Science and Art  
30 Cooper Square  
New York, NY 10003



# INCIDENT THE COOPER UNION REPORT

## INJURY/ ILLNESS

### Non-emergency Injury/Illness:

- Please email this form to: [healthandsafety@cooper.edu](mailto:healthandsafety@cooper.edu) or fax it to 212 353-4011.

Date of accident/injury \_\_\_\_\_ Time \_\_\_\_\_ Date & time this form was filled out \_\_\_\_\_

Specific location of accident/injury \_\_\_\_\_

Name of injured (First) \_\_\_\_\_ (Last) \_\_\_\_\_  
 Student: Art/Arch/Eng  Faculty  Staff  Visitor

Name of witness (First) \_\_\_\_\_ (Last) \_\_\_\_\_  
 Student: Art/Arch/Eng  Faculty  Staff  Visitor

Contact info for injured (cell phone preferred) \_\_\_\_\_

Contact info for witness (cell phone preferred) \_\_\_\_\_

Describe the accident/injury (Be specific, i.e. deep cut on left forearm)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(continue on reverse)

Which security guard was contacted? \_\_\_\_\_

Signature of person filing report \_\_\_\_\_

## THEFT/ INCIDENT

- Please email this form to: [healthandsafety@cooper.edu](mailto:healthandsafety@cooper.edu) or fax it to 212 353-4011.

- File a report with the Ninth Precinct  
321 E 5th Street  
212.477.7811

Date of incident \_\_\_\_\_ Time \_\_\_\_\_ Date & time this form was filled out \_\_\_\_\_

Name of victim (First) \_\_\_\_\_ (Last) \_\_\_\_\_  
 Student: Art/Arch/Eng  Faculty  Staff  Visitor

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Describe incident/Items stolen (include value)  
 \_\_\_\_\_  
 \_\_\_\_\_

Was this reported to the police?  Yes  No

Were any items recovered at a later time? If so, where and when were they found and is anything still missing?  
 \_\_\_\_\_

(continue on reverse)

Was there any suspicious characters around when the theft occurred? If so, please describe.  
 \_\_\_\_\_  
 \_\_\_\_\_

(continue on reverse)

Signature \_\_\_\_\_

