



\*\*\*In case of any incidents or injuries that occur during our normal office hours of 7 AM – 5 PM M-F, Please contact our office immediately @ 352-378-2300

#### AFTER HOURS PROCEDURES:

\*\*\*The following information and process is only for Temp Force talent whose work schedule at Santa Fe College is between the hours of 5 PM – 7 AM M-F and any weekend hours. Should a Temp Force employee be injured after office hours or during any scheduled weekend hours, please follow these procedures:

\*\*\*If any incidents occur between the hours of 5 pm – 7 pm M – F or 9 am – 5 pm on Sat –Sun, the talent should go for treatment at:

Immediate Care Center – 812 NW 57<sup>th</sup> St., Gainesville, FL 352-333-4700

#### WHEN TREATMENT IS REQUIRED:

- If talent has been injured and requires emergency medical attention - **DIAL 911**
- If talent has been injured and requires medical attention but does not require emergency transport they should go to:

North Florida Regional Hospital - 6500 W. Newberry Road – Gainesville, FL

352-333-4000 – Located off I-75 just East of the Newberry Road Exit

- If the talent cannot drive themselves they need to contact someone to come pick them up and take them to North Florida Regional Emergency Room
- If they do not have transportation, they should contact a Temp Force Representative (see names and numbers below) and we will arrange for a cab to pick them up.

#### \*\*\*\*\*TALENT SHOULD ALWAYS ADVISE THE MEDICAL FACILITY THEY ARE A TEMP FORCE EMPLOYEE

#### WHEN TREATMENT IS NOT REQUIRED OR TALENT REFUSES TREATMENT:

- If talent has an incident of any nature and declines medical attention, Temp Force must be notified immediately and an incident report must be provided to Temp Force as soon as possible. Any talent involved in an incident is required to take a drug screen test including talent that declines medical attention. Temp Force needs to be notified within 12 hours of the occurrence.

#### AFTER HOURS CONTACT INFORMATION FOR TEMP FORCE:

- Please contact Temp Force immediately if there is an injury requiring immediate emergency care. If there is an incident where a Temp Force talent declines treatment, please contact Temp Force within 12 hours in order to schedule the talent for a drug screen. Please contact a Temp Force representative when transportation to a medical facility is required as referenced above.

Carolynn Buchanan – 352-215-1020

Amber Buchanan – 352-262-7625

Jamie Sweigard – 352-213-887