



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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SUBJECT
SECURITY AND SAFETY

SUB-TOPIC

REPORTING MEDICAL EMERGENCIES AT UTD RICHARDSON CAMPUS

A. Employees:

1. Steps for Obtaining Assistance:

- a. For non life-threatening accidents or sudden illness, call the University Police, ext. 2331. The Police will contact Student Health Services when appropriate.
- b. If the injured person is able to walk, assist and accompany the person to the nearest campus telephone and contact the Police Department for assistance (ext. 2331).
- c. If the injured person is unable to walk, if a neck or back injury is suspected, if there is serious bleeding or if a heart attack is suspected, etc., instruct the person to lie quietly and call "911."
- d. When calling for aid, provide the following information:
 - 1.) Caller's name and nearest telephone extension to accident;
 - 2.) Type of injury;
 - 3.) Severity of injury;
 - 4.) Number of persons involved;
 - 5.) Location of injured person (building, floor, nearest room or the equivalent);
 - 6.) Any additional information to aid the response of the Police or Fire Department;
 - 7.) DO NOT hang up first; be sure the Police/Fire Department has all the necessary information.
- e. If possible, one person should stay with the injured and another should be posted at the entrance of the area to direct the responding unit.
- f. If possible, a UTD employee or supervisor should accompany the injured employee to the hospital. The Human Resources Office should be notified at this time for Workers' Compensation Insurance (WCI) verification (883-2221).



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- g. If emergency room care is required, the injured party may choose Columbia Medical Center at Plano 9/596-6800 or Baylor/Richardson Medical Center at 9/498-4000. Each hospital has a doctor on duty twenty-four hours each day. Normal procedure calls for the hospital admissions desk to phone the University Human Resources Office for verification of employment between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday. The University Police has an up-to-date listing of all employees and should be contacted after hours and on weekends.
- 2. Emergency Response by University Police:
 - a. Minor first aid treatment will be provided in the Police Department Office, PG 1.210.
 - b. If a distress call is received, University Police will immediately be sent to the site of the accident and an ambulance will be called if needed.
 - c. The Police Office will immediately notify the following people of serious incidents:
 - 1.) Safety Office
 - 2.) Human Resources Office - WCI Representative
 - 3.) Vice President for Business Affairs
 - 4.) Family
 - 5.) News and Information Services Office
 - d. The University Police Office will be able to verify for the hospital admissions desk that the injured person is an employee of UTD. Since the Human Resources Office has the only authority to verify Workers' Compensation, the University Police Office should direct the hospital to call Human Resources for insurance information. If the incident occurs after hours, the hospital should be instructed to contact the Human Resources Office in the morning.



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REPORTING MEDICAL EMERGENCIES AT UTD RICHARDSON CAMPUS, Continued

3. Reporting Procedures, Recordkeeping, Corrective Action:
 - a. By the Supervisor:
 - 1.) The Human Resources Office, ext. 2221, must be notified immediately in the event of an injury or illness which has occurred during the performance of job duties. If the incident occurs after hours, a message should be left for the morning supervisor to notify Human Resources at 8:00 a.m.
 - 2.) Following an accident or injury, supervisors are responsible for conducting an investigation to determine the cause. The Safety Office is available to assist in this endeavor.
 - 3.) Supervisors are responsible for completing an official Accident Report Form (see Exhibit H5) and returning it within twenty-four (24) hours. The original copy should be sent to the Office of Human Resources and a copy should be sent to the Safety Office, Physical Plant, ext. 2141, Mail Station PP11. For details regarding the Accident Report Form, see Workers' Compensation Insurance Reporting, D4-170.2 and Exhibit H5.
 - 4.) Supervisors will consult with the Safety Office to ensure that corrective measures are taken in all appropriate areas.
 - b. By the Police:
 - 1.) University Police will investigate the accident and file a written report of each incident (see Exhibit H1). Where necessary, photographs will be taken of the scene of the accident and kept with the file. Any pertinent evidence will be held by the Police.
 - 2.) A copy of the Incident Report for all employee injuries will be sent to the Office of the Vice President for Business Affairs to determine if Workers' Compensation Insurance is involved.
 - 3.) A copy of the Incident Report for all accidents resulting in injury or property damage will be sent to the Safety Office.
 - 4.) A copy of the Incident Report for all accidents or injuries sustained on campus will be sent to the Vice President for Business Affairs.



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- c. By the Safety Office:
 - 1.) The Safety Office will maintain a file, including photographs where applicable, of all accidents and injuries occurring on the UTD campus. The Accident Report will be sent to the Safety Office after review and approval by Director or Department Head.
 - 2.) The Safety Office will review all Accident Report Forms and make recommendations for corrective actions. Copies of these forms will be distributed to Human Resources, the Police Department and the department in which the injured party is employed.
 - 3.) Measures will be taken by the Safety Office to see that corrective action is taken where appropriate.
- d. By the Human Resources Office:
 - 1.) The Human Resources Office has the only authority to verify Workers' Compensation. If the injury occurs after normal business hours, the hospital/doctor should be instructed to call Human Resources the following morning at 883-2221.
 - 2.) No review or reimbursement of claims can occur until a properly completed Accident Report Form has been filed with the Human Resources Office.
 - 3.) The WCI Representative will forward all accident information and resulting medical bills to the U.T. System WCI Dallas Office for review and reimbursement.
 - 4.) If it is determined that the accident is not covered under Workers' Compensation Insurance, the Human Resources Office will notify the employee to assume responsibility for the payment of bills.
- e. By the Recreational Sports Department:
 - 1.) If injury to an employee occurs while on the intramural fields or while playing for an intramural team, the Recreational Sports Office will complete an Intramural or Recreation Injury Report (see Exhibit H3).



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- 2.) Within twenty-four (24) hours, a copy of the Injury Report will be sent to the following:
 - a.) University Police
 - b.) Safety Office
 - c.) Vice President for Student, Alumni and External Relations
 - d.) Human Resources Office
 - e.) Employee
- B. Visitors and Guests: In the event the injured or sick person is not an employee or student of the University, help should be summoned using the procedure outlined for employees. However, if hospital care is necessary, the visitor should be asked to designate the hospital of his/her choice. If the person is not conscious, the Police Department should request the paramedics accompanying the ambulance to take the person to the hospital best equipped to handle the emergency.
- C. Students:
 1. Steps for Obtaining Assistance:
 - a. For non life-threatening accidents or sudden illness of a student, call the University Police, ext. 2331. The Police will notify the Student Health Center.
 - b. If the injured person is able to walk, assist and accompany the person to the Student Health Center in the Student Union, Room SU1.606, during normal office hours; after hours, call 2331 for assistance.
 - c. If the injured person is unable to walk or if the injury necessitates that the person should not be moved, tell the person to lie quietly and call "911."
 - d. When calling for aid, provide the following information:
 - 1.) Caller's name and the nearest telephone extension to the accident;
 - 2.) Type of injury;
 - 3.) Severity of injury;
 - 4.) Number of persons involved;
 - 5.) Location of the injured student (building, floor, nearest room or the equivalent);



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- 6.) Any additional information to aid the response of the Police or Fire Department;
 - 7.) DO NOT hang up first; be sure the Police/Fire Department has all the necessary information.
 - e. If possible, one person should stay with the injured and another should be posted at the entrance to the area to direct the responding unit.
 - f. If possible, a UTD employee should accompany the student to the hospital.
 - g. If the student is conscious, he/she should designate the hospital of his/her choice. In the event the student is unconscious, it then becomes the responsibility of the paramedics to designate the hospital best equipped to handle the emergency. The hospital staff will notify the UTD attending physician.
2. Emergency Response by Student Health Services and/or University Police:
- a. First aid treatment will be provided in the Student Health Center, SU1.606. If the Student Health Center personnel are not available, first aid treatment will be provided in the Police Department, PG1.210.
 - b. The University Police will immediately notify the Student Health Center. If the call is received by the Student Health Center first, they will immediately notify the University Police.
 - c. If needed, an ambulance will be called by the University Police.
 - d. The Police Office will immediately notify the following people of serious incidents:
 - 1.) Family
 - 2.) Safety Officer
 - 3.) Director of Student Counseling and Health Services
 - 4.) News and Information Services Office



SUB-TOPIC

REPORTING MEDICAL EMERGENCIES AT UTD RICHARDSON CAMPUS, Continued

3. Reporting Procedures, Recordkeeping and Corrective Action:
 - a. By Health Center:
 - 1.) The Health Center will complete an Official Accident Report Form for each incident (see Exhibit H2).
 - 2.) Within twenty-four (24) hours of the incident, a copy of the Accident Record will be sent to each of the following:
 - a.) University Police
 - b.) Safety Officer
 - c.) Vice President for Student, Alumni and External Relations
 - d.) Coordinator of Recreational Sports (for Recreational Sports participants only)
 - e.) Student
 - f.) Dean of Student Life
 - g.) Director of Counseling and Health Services
 - b. By the Police:
 - 1.) University Police will investigate the accident and file a written report of each incident.
 - 2.) A copy of the Incident Report for all accidents resulting in injury to the student will be sent to the Safety Office.
 - 3.) A copy of the Incident Report for all student injuries will be sent to the Student Health Center.
 - 4.) A copy of the Incident Report for all sponsored sports or recreational activities will be sent to Recreational Sports.
 - 5.) A "Preliminary Summary Report - Possible Claim Under Texas Tort Claims Act" form will be completed and submitted to the Office of the Vice President for Business Affairs for review (see H3-150.0).
 - c. By the Recreational Sports Office:
 - 1.) If injury to a student occurs while on the intramural fields or while playing for an intramural team, the Recreational Sports Office must complete an Intramural or Recreation Injury Report (see Exhibit H3).



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- 2.) Within twenty-four (24) hours, a copy of the Injury Report will be sent to the following:
 - a.) University Police
 - b.) Safety Officer
 - c.) Vice President for Student, Alumni and External Relations
 - d.) Student Health Center
 - e.) Student
 - f.) Dean of Student Life
- d. By the Safety Office:
 - 1.) The Safety Office will maintain a file of all accidents and injuries occurring on the UTD Campus.
 - 2.) Measures will be taken by the Safety Office to see that corrective action is taken where appropriate.