



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
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**PAGE
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**SUBJECT
SECURITY AND SAFETY**

SUB-TOPIC

REPORTING MEDICAL EMERGENCIES AT UTD RICHARDSON CAMPUS, Continued

- g. If emergency room care is required, the injured party may choose 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 (WCI Representative)
 - 2.) Senior Vice President for Business Affairs
 - 3.) Family
 - 4.) 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 Safety Office has the only authority to verify Workers' Compensation, the University Police Office should direct the hospital to call the Safety Office for insurance information. If the incident occurs after hours, the hospital should be instructed to contact the Safety Office in the morning.