



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
6/21/02**

**REVISION  
3**

**PAGE  
H3-122.0.3**

**SUBJECT  
SECURITY AND SAFETY**

**SUB-TOPIC**

**REPORTING MEDICAL EMERGENCIES AT UTD RICHARDSON CAMPUS, Continued**

- 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.
  - 4.) The Safety 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 the Safety the following morning at 883-2381.
  - 5.) No review or reimbursement of claims can occur until a properly completed Accident Report Form has been filed with the Safety Office.
  - 6.) The WCI Representative will forward all accident information and resulting medical bills to the U.T. System WCI Dallas Office for review and reimbursement.
  - 7.) If it is determined that the accident is not covered under Workers' Compensation Insurance, the Safety Office will notify the employee to assume responsibility for the payment of bills.
- d. 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).



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

DATE ISSUE  
6/21/02

REVISION  
4

PAGE  
H3-122.0.4

SUBJECT  
SECURITY AND SAFETY

SUB-TOPIC

REPORTING MEDICAL EMERGENCIES AT UTD RICHARDSON CAMPUS, Continued

- 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.) Sr. Vice President for Student Affairs 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);