



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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REVISION  
3

PAGE  
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SUBJECT  
SECURITY AND SAFETY

SUB-TOPIC

REPORTING MEDICAL EMERGENCIES AT UTD RICHARDSON CAMPUS, Continued

- 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