



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.) Senior Vice President for Student Affairs and External Relations
 - d.) Coordinator of Recreational Sports (for Recreational Sports participants only)
 - e.) Student
 - f.) Asst. VP for Student Affairs and 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 Senior 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).



**ADMINISTRATIVE
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**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 Officer
 - c.) Senior Vice President for Student Affairs and External Relations
 - d.) Student Health Center
 - e.) Student
 - f.) Asst. VP for Student Affairs and 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.