



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);