



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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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 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);



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- 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