



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
6/21/02**

**REVISION  
3**

**PAGE  
H3-122.0.7**

**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.