



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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REVISION  
4

PAGE  
H3-123.0

SUBJECT  
SECURITY AND SAFETY

SUB-TOPIC

REPORTING MEDICAL EMERGENCIES AT UTD CALLIER CAMPUS

A. Employees:

1. For non life-threatening accidents or sudden illness of an employee at Callier, call University Police, ext. 3020, or the Richardson Campus, ext. 2331.
2. The same steps for obtaining aid should be followed as is outlined for employees at the Richardson Campus. (See H3-122.0, Items 1b-1g.)
3. If emergency room care is required, the injured person should be taken to St. Paul Medical Center. The hospital has a doctor on duty twenty-four (24) hours a day. St. Paul Medical Center Emergency Room phone number is 9-879-2790.
4. Reporting procedures, recordkeeping and corrective action will be the same as for those occurring at the Richardson Campus. (See H3-122.0, Item 3.)

- B. Visitors and Guests: In the event the injured or sick person is not an employee or student of the Callier Center, an ambulance should be summoned using the procedures outlined for employees. However, in this case, the guest or visitor should designate the hospital of his/her choice.

In the event the guest or visitor is not conscious, it then becomes the responsibility of the Campus Police, an individual associated with the University, or the paramedics to designate the destination which would be St. Paul Medical Center or the hospital best equipped to handle the emergency.

C. Students:

1. In the event of an accident or sudden illness of a student, call Callier Police at ext. 3020 or the Richardson Campus Police at ext. 2331.
2. The same steps for obtaining aid should be followed as is outlined for students at the Richardson Campus. (See H3-122.0.4, Items C1, b-f.)
3. If the student is conscious, he/she should designate the hospital of his/her choice. In the event the student is unconscious, paramedics will designate the destination of the treating facility.
4. Reporting procedures, recordkeeping and corrective action will be the same as for those occurring at the Richardson Campus. (See H3-122.0.6.)