



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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5

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SUBJECT
SECURITY AND SAFETY

SUB-TOPIC

REPORTING SECURITY OR SAFETY HAZARDS

- A. Security Hazards: Security hazards, such as unlocked doors, forced or broken windows, etc., should be reported to any University Police Officer. If no officer is available, a report should be made:
1. UTD Richardson Campus:
Police Building, Room PG1.210, ext. 2331
 2. Callier Center Campus:
Lobby, ext. 3020
6:00 a.m. - 10:00 p.m., Monday-Friday
8:00 a.m. - 5:00 p.m., Saturday-Sunday
- B. Safety Hazards: Hazards to health or safety should be reported to the University Police who will relay the situation to the University Safety Office.
- C. Injury to Personnel: If a personal injury results from defective University facilities or equipment, the University Safety Office will be notified of the hazard through the University Police. The Safety Office will then investigate and take appropriate action to prevent further injuries from being caused by the noted defect.