

UTDBP3086

Emergency Preparedness

Policy Statement

General Policy

1. **General:** It is the responsibility of the University administrators, department heads, supervisors and faculty to read and to follow the emergency procedures established in the University Policies and Procedures Manual. It is also their responsibility to ensure that all employees and students under their direction know of, and are instructed to comply with, these procedures. In order to minimize injuries and property damage, it is the intention of the University that these published emergency procedures be followed in all critical situations. A set of these procedures may be found in the current copy of the faculty, staff and student directory.
2. **Procedures for Emergency Situations:** The Primary system for handling on-campus emergencies is the "911" emergency call. Police Officers are available 24 hours each day, seven days a week, and are prepared to respond to on-campus emergencies. To obtain help during less serious situations, call 2331.
 - a. When calling, remain calm. Carefully explain the problem and the to Police Communications.
 - b. Quickly notify your supervisor of the emergency and begin to take appropriate action warranted.

Remember!

Keep Calm - Keep Others Calm

3. **Emergency Callboxes:** Emergency callboxes (orange in color with a blue light above, which illuminates at dusk) are strategically located on the UTD Campus and are designed for emergency situations. These callboxes are connected directly to the Police

Communication Center and have a button to push for service. After the Dispatcher answers the call, the button must be pushed and held in while talking. If at any time a callbox button is pushed and you are unable to answer, an officer will be dispatched to that location immediately.

Callboxes locations include:

- Drive A at Southwest Legal Drive
- Entrance to Conference Center Parking Lot
- Drive A at Rutford Avenue
- Southwest Legal Parking Lot
- Drive A at Physical Instruction Building Crosswalk
- McDermott East Sidewalk
- GR-3 Parking Lot
- GR-2 Parking Lot
- GR-2 Parking Lot- far east sidewalk
- GR-1 and GR-2 sidewalk by bridge
- North Office Parking Lot
- Mall Area between Jonsson and Green Buildings
- Gate Entry into Center Parking Lot

4. **Safety Office:** To assure that other safety incidents are handled in a timely manner by trained safety personnel, call the Safety Office at extension 2141 during normal business hours or contact Campus Police after hours, weekends or holidays.
5. **Building Evacuation:** If an emergency necessitates building evacuation, follow the steps outlined below:
 - a. Be aware of **marked exits** from your area and building.
 - b. The evacuation alarm is a **loud** continuous bell, horn or whistle. Campus Police **may** order your evacuation by a hand-held **megaphone**.
 - c. To activate the building alarm system, pull the handle in one of the **red** fire boxes (fire alarm pull stations) in the hallway.
 - d. When the building evacuation alarm is sounded or when you are **ordered** to leave by the Campus Police, walk quickly to the nearest exit and ask others to do the same.
 - e. Assist the handicapped in exiting the building or to a safe refuge area and remember that **elevators** are reserved for use by **emergency personnel**.
 - f. Notify campus police of the fact that someone is at a safe refuge area.
 - g. Upon leaving the building, proceed to a clear area that is at least 150 feet from the affected building. Keep walkways clear for emergency vehicles and

personnel assigned to the emergency.

- h. To the best of your ability and **without** reentering the building, be available to assist in determining that everyone has been evacuated safely. Special attention should be given to making certain all known handicapped personnel are present and accounted for.
- i. Should it become necessary for the Police to establish a Command Post, keep clear of the post unless you have important information to report.
- j. **Do Not** return to the building until you are instructed to do so by Campus Police or the Safety Office.

Reporting Emergencies

Crime/Police emergency, medical emergency or fire should be reported to the University Police Department; call "911."

Situation	University Police
Crime/Police Emergency	911
Medical Emergency	911
Fire	911
Chemical Spills	911

In less serious situations, call 2331.

Occurrences other than emergencies, such as traffic accidents and safety or security hazards, should be reported to the University Police Communications Center at ext. 2331.

Reporting Crimes

1. **Persons or Property:** Crimes against persons or property should be reported immediately to any University Police Officer or by calling 2331.
2. **Personal Injury:**

Situation	Telephone Number
Medical Injury Emergency	911
Non Life-Threatening Injuries	911

Reporting Medical Emergencies at UTD Richardson Campus

1. Employees

a. Steps for Obtaining Assistance:

- I. For non life-threatening accidents or sudden illness, call the University Police, ext. 2331. The Police will contact Student Health Services when appropriate.
- II. If the injured person is able to walk, assist and accompany the person to the nearest campus telephone and contact the Police Department for assistance (ext. 2331).
- III. If the injured person is unable to walk, if a neck or back injury is suspected, if there is serious bleeding or if a heart attack is suspected, etc., instruct the person to lie quietly and call "911."
- IV. When calling for aid, provide the following information:
 - i. Caller's name and nearest telephone extension to accident;
 - ii. Type of injury;
 - iii. Severity of injury;
 - iv. Number of persons involved;
 - v. Location of injured person (building, floor, nearest room or the equivalent);
 - vi. Any additional information to aid the response of the Police or Fire Department;
 - vii. **Do Not** hang up first; be sure the Police/Fire Department has all the necessary information.
- V. If possible, one person should stay with the injured and another should be posted at the entrance of the area to direct the responding unit.
- VI. If possible, a UTD employee or supervisor should accompany the injured employee to the hospital. The Safety Office should be notified at this time for Workers' Compensation Insurance (WCI) verification (883-2381).
- VII. If emergency room care is required, the injured party may choose Medical Center at Plano 9/596-6800 or Baylor/Richardson Medical

Center at 9/498-4000. Each hospital has a doctor on duty twenty- four hours each day. Normal procedure calls for the hospital admissions desk to phone the University Human Resources Office for verification of employment between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday. The University Police has an up-to-date listing of all employees and should be contacted after hours and on weekends.

b. Emergency Response by University Police:

- I. Minor first aid treatment will be provided in the Police Department Office, PG 1.210.
- II. If a distress call is received, University Police will immediately be sent to the site of the accident and an ambulance will be called if needed.
- III. The Police Office will immediately notify the following people of serious incidents:
 - i. Safety Office (WCI Representative)
 - ii. Senior Vice President for Administration
 - iii. Family
 - iv. News and Information Services Office
- IV. The University Police Office will be able to verify for the hospital admissions desk that the injured person is an employee of UTD. Since the Safety Office has the only authority to verify Workers' Compensation, the University Police Office should direct the hospital to call the Safety Office for insurance information. If the incident occurs after hours, the hospital should be instructed to contact the Safety Office in the morning.

c. Reporting Procedures, Recordkeeping, Corrective Action:

I. By the Supervisor:

- i. The Safety Office, ext. 2381, must be notified immediately in the event of an injury or illness which has occurred during the performance of job duties. If the incident occurs after hours, a message should be left for the morning supervisor to notify the Safety Office at 8:00 a.m.
- ii. Following an accident or injury, supervisors are responsible for

conducting an investigation to determine the cause. The Safety Office is available to assist in this endeavor.

- iii. Supervisors are responsible for completing an official Accident Report Form (see [Exhibit H5](#)) and returning it within twenty-four (24) hours. The original copy should be sent to the Safety Office, ext. 2381, Mail Station PP11. For details regarding the Accident Report Form, see Workers' Compensation Insurance Reporting, [UTDBP3052](#) and [Exhibit H5](#).
- iv. Supervisors will consult with the Safety Office to ensure that corrective measures are taken in all appropriate areas.

II. By the Police:

- i. University Police will investigate the accident and file a written report of each incident (see [Exhibit h3](#)). Where necessary, photographs will be taken of the scene of the accident and kept with the file. Any pertinent evidence will be held by the Police.
- ii. A copy of the Incident Report for all employee injuries will be sent to the Office of the Senior Vice President for Administration to determine if Workers' Compensation Insurance is involved.
- iii. A copy of the Incident Report for all accidents resulting in injury or property damage will be sent to the Safety Office.
- iv. A copy of the Incident Report for all accidents or injuries sustained on campus will be sent to the Senior Vice President for Administration.

III. By the Safety Office:

- i. The Safety Office will maintain a file, including photographs where applicable, of all accidents and injuries occurring on the UTD campus. The Accident Report will be sent to the Safety Office after review and approval by Director or Department Head.
- ii. The Safety Office will review all Accident Report Forms and make recommendations for corrective actions. Copies of these forms will be distributed to Human Resources, the Police Department

and the department in which the injured party is employed.

- iii. Measures will be taken by the Safety Office to see that corrective action is taken where appropriate.
- iv. The Safety Office has the only authority to verify Workers' Compensation. If the injury occurs after normal business hours, the hospital/doctor should be instructed to call the Safety the following morning at 883-2381.
- v. No review or reimbursement of claims can occur until a properly completed Accident Report Form has been filed with the Safety Office.
- vi. The WCI Representative will forward all accident information and resulting medical bills to the U.T. System WCI Dallas Office for review and reimbursement.
- vii. If it is determined that the accident is not covered under Workers' Compensation Insurance, the Safety Office will notify the employee to assume responsibility for the payment of bills.

IV. By the Recreational Sports Department:

- i. If injury to an employee occurs while on the intramural fields or while playing for an intramural team, the Recreational Sports Office will complete an Intramural or Recreation Injury Report (see [Exhibit H3](#)).
- ii. Within twenty-four (24) hours, a copy of the Injury Report will be sent to the following:
 - University Police
 - Safety Office
 - Sr. Vice President for Student Affairs and External Relations
 - Employee

2. **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.

3. Students:

a. Steps for Obtaining Assistance:

- I. 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.
- II. 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.
- III. 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."
- IV. When calling for aid, provide the following information:
 - i. Caller's name and the nearest telephone extension to the accident;
 - ii. Type of injury;
 - iii. Severity of injury;
 - iv. Number of persons involved;
 - v. Location of the injured student (building, floor, nearest room or the equivalent);
 - vi. Any additional information to aid the response of the Police or Fire Department;
 - vii. **Do Not** hang up first; be sure the Police/Fire Department has all the necessary information.
- V. 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.
- VI. If possible, a UTD employee should accompany the student to the hospital.
- VII. 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.

b. Emergency Response by Student Health Services and/or University Police:

- I. 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.
- II. 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.
- III. If needed, an ambulance will be called by the University Police.
- IV. The Police Office will immediately notify the following people of serious incidents:
 - i. Family
 - ii. Safety Officer
 - iii. Director of Student Counseling and Health Services
 - iv. News and Information Services Office

c. Reporting Procedures, Recordkeeping and Corrective Action:

- I. By Health Center:
 - i. The Health Center will complete an Official Accident Report Form for each incident (see [Exhibit H2](#)).
 - ii. Within twenty-four (24) hours of the incident, a copy of the Accident Record will be sent to each of the following:
 - University Police
 - Safety Officer
 - Senior Vice President for Student Affairs and External Relations
 - Coordinator of Recreational Sports (for Recreational Sports participants only)
 - Student
 - Asst. VP for Student Affairs and Dean of Student Life
 - Director of Counseling and Health Services

II. By the Police:

- i. University Police will investigate the accident and file a written report of each incident.
- ii. A copy of the Incident Report for all accidents resulting in injury to the student will be sent to the Safety Office.
- iii. A copy of the Incident Report for all student injuries will be sent to the Student Health Center.
- iv. A copy of the Incident Report for all sponsored sports or recreational activities will be sent to Recreational Sports.
- v. A "Preliminary Summary Report - Possible Claim Under Texas Tort Claims Act" form will be completed and submitted to the Office of the Senior Vice President for Administration for review (see "Reporting Possible Claims Under the Texas Tort Claims Act" section of this policy).

III. By the Recreational Sports Office:

- i. If injury to a student occurs while on the intramural fields or while playing for an intramural team, the Recreational Sports Office must complete an Intramural or Recreation Injury Report (see [Exhibit H3](#)).
- ii. Within twenty-four (24) hours, a copy of the Injury Report will be sent to the following:
 - University Police
 - Safety Officer
 - Senior Vice President for Student Affairs and External Relations
 - Student Health Center
 - Student
 - Asst. VP for Student Affairs and Dean of Student Life

IV. By the Safety Office:

- i. The Safety Office will maintain a file of all accidents and injuries occurring on the UTD Campus.

- ii. Measures will be taken by the Safety Office to see that corrective action is taken where appropriate.

Reporting Medical Emergencies at UTD Callier Campus

1. Employees

- a. For non life-threatening accidents or sudden illness of an employee at Callier, call University Police, ext. 3020, or the Richardson Campus, ext. 2331.
- b. The same steps for obtaining aid should be followed as is outlined for employees at the Richardson Campus. (See [UTDBP3085](#))
- c. 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.
- d. Reporting procedures, recordkeeping and corrective action will be the same as for those occurring at the Richardson Campus. (See [UTDBP3085](#))

- 2. **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.

3. Students

- a. 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.
- b. The same steps for obtaining aid should be followed as is outlined for students at the Richardson Campus. (See [UTDBP3085](#))
- c. 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.

- d. Reporting procedures, recordkeeping and corrective action will be the same as for those occurring at the Richardson Campus. (See [UTDBP3085](#))

Reporting Traffic Accidents

1. **Accidents Not Involving Personal Injury and Emergency Medical Care:** All accidents must be reported to the University Police. If an officer is not available, a report should be made at the University Police Communications Office:

- a. **UTD Richardson Campus:**

Police Building, Room PG1.210, ext. 2331

- b. **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

If the accident involves one or more vehicles, these vehicles should not be moved until an officer arrives at the scene.

Reporting Security or Safety Hazards

1. **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:

- a. **UTD Richardson Campus:**

Police Building, Room PG1.210, ext. 2331

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

2. **Safety Hazards:** Hazards to health or safety should be reported to the University Police who will relay the situation to the University Safety Office.
3. **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.

Reporting Possible Claims Under the Texas Tort Claims Act

Under the provisions of the Texas Tort Claims Act, Texas Civil Practice and Remedies Code 101.001 et seq., Vernon's Texas Codes Annotated, governmental units may be liable for certain claims resulting from the negligence of an officer, agent or employee of the governmental entity. The Act provides that injury must result from an act or omission of the employee acting within the scope of his/her employment.

The type of claim which might arise would include injuries occurring on state premises and involving state property.

Note: Claims resulting from incidents involving the use of state-owned vehicles for conducting state business may be covered by liability insurance.

The University requests that any person involved in or witnessing this type of incident immediately notify the University Police, ext. 2331. If the injury accident also involves a state vehicle, notify the Manager of Central Services, ext. 2251, who is the coordinator of vehicle insurance.

Upon notification of the incident, the University Police will investigate and obtain the following information:

1. Date and time of accident;
2. Name and address of possible claimant(s);
3. Names and addresses of all known witnesses;
4. A brief description of the events surrounding the incident.

One of the forms that will be completed by the University Police as a result of the incident is a "Preliminary Summary Report - Possible Claim Under the Texas Tort Claims Act" (see [Exhibit H4](#)). Upon completion of this report, the Police send it to the Office of the Vice President for Administration for his review and forwarding to the Office of General Counsel at The University of Texas System.

RESPONSIBLE PARTY

- -

LAST REVIEWED

- -

HISTORY

- Issued: 1997-03-27