

# UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS

SUBJECT: GUIDELINES FOR CONTACTING THE UNIVERSITY  
POLICE DEPARTMENT

Procedure No: SM-08-001

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## PROCEDURE STATEMENT

Outline specific procedures for employees to utilize when contacting the University Police Department.

## PURPOSE OF PROCEDURE

To protect the patients, students, faculty, visitors and employees of the University of Toledo Health Science Campus in the event of an emergency or potentially harmful situation which has developed or is developing; to assist in assuring that proper information is given to the officer or officers who may respond to an occurrence.

## PROCEDURE

In the event of an emergency situation, including but not limited to the following: Fire, Theft in Progress, and/or Disturbance, the University Police Department is to be notified using the following procedure: :

- Satellite buildings such as the the Educare Center and the Glendale Medical Center should dial 419-530-2600 for police, fire or medical emergencies.
- All other buildings should dial extension 2600 for police, fire or medical emergencies.

When calling the University Police Department, the following information should be provided:

1. Caller's name
2. Nature of call – example: "We have a fire" or "There is a theft in progress"
3. Caller's location
4. Location or direction of flight of the subject(s) involved in a situation.
5. Description of subject(s) involved – example: Male/Female, race, color of clothing, approximate height and weight. Mental condition, if patient – example: Is subject(s) dangerous to himself or others?
6. Provide the dispatcher with a call back number.
7. If possible, stay on the line until the dispatcher concludes the call.

Source: Safety & Health Committee

Effective Date: 6/8/92

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