

MEDICAL EMERGENCY GUIDE

Version	Date	Comments
1	August, 2010	Initial <i>Medical Emergency Guide</i>
2	September, 2011	Update location of Arlington Student Health Services
3	February, 2015	Routine review
4	February, 2017	Routine review
5	March, 2019	Routine review

A. INTRODUCTION

This Guide is designed to help university employees and students respond to medical emergencies that occur at George Mason University.

B. SCOPE

This guide applies to all on-campus medical emergencies, such as slips or falls, pre-existing health conditions, or workplace accidents. The most likely scenario that will require emergency medical attention is a slip or fall. More severe situations include potentially fatal illness or injury, such as a heart attack, stroke, or head injury.

C. MEDICAL EMERGENCY TERMINOLOGY AND DEFINITIONS

Life-threatening injuries or illnesses: injuries or illnesses (i.e., severe burns and wounds, heart attack, stroke, head trauma) which pose serious risk to the individual's life and require immediate medical attention

Non-life threatening injuries or illnesses: injuries or illnesses (i.e., falls, cuts, communicable diseases, or infections) requiring immediate or delayed medical attention, but should not result in death or permanent disability to the individual

Medical emergency: any situation requiring immediate medical attention; injuries or illnesses suffered can be life threatening or non-life threatening.

D. PREPARATION

To prepare for a potential medical emergency, consider the following steps:

- Receive CPR and First Aid Training
- Know the location of the closest Automatic External Defibrillator (AED) and get AED training

- Maintain an adequate supply of prescription medication(s) at work if necessary
- Update emergency contact information in PatriotWeb (<https://patriotweb.gmu.edu>) in case family, friends, or loved ones must be contacted in an emergency
 - Log in to PatriotWeb - <https://patriotweb.gmu.edu>
 - Select “Personal Information”
 - Select “Update Emergency Contacts” to enter one or more individuals to serve as emergency contacts
- Notify your supervisor and/or coworkers of health conditions if you are comfortable doing so, and if it is necessary for your safety if an emergency occurs.
- Know or maintain contact information for your primary care physician and the location of hospitals near your work and home

E. RESPONSE

If an individual suffers an injury or becomes ill and requires immediate medical attention, the following actions should be taken.

1. Immediately contact University Police by dialing 911 from a university phone or 703-993-2810 from a cell phone, and relay the following information:
 - a. Nature of the injury or illness
 - b. Victim’s location
 - c. Identity of the victim
 - d. Suspected or known cause of the injury or illness
2. Provide first aid or medical assistance as necessary, if trained
3. Do not move the victim if they are unconscious, unless they are in immediate danger
4. If the victim is unconscious and not breathing, locate an AED if available, turn it on and follow the instructions provided by the unit
5. Remain with the victim until emergency response personnel arrive

Do not provide First Aid or CPR if not properly trained and certified to do so. To obtain First Aid or CPR training, contact the American Red Cross of the National Capital Area (<http://www.redcrossnca.org/>) or the American Heart Association (<http://www.heart.org/HEARTORG/>) for a list of training dates and locations. Depending upon your job description, you may be eligible for First Aid or CPR/AED training through the university. Contact EHS for more information.

F. MEDICAL FACILITIES

Employees and Visitors: Employees and visitors should seek medical treatment for all illnesses/injuries as needed. The nearest medical facilities to the Fairfax, Science and Technology, and Arlington campuses are:

Fairfax	Science and Technology	Arlington
Inova Emergency Care 4315 Chain Bridge Road Fairfax, VA 22030 (703) 877-8200	Prince William Hospital 8700 Sudley Road Manassas, VA 20110 (703) 369-8000	Inova Fairfax Hospital 3300 Gallows Road Falls Church, VA 22042 (703) 776-4001

Students: Students seeking medical care for non-life threatening injuries/illnesses may visit Student Health Services at one of the following three locations.

Fairfax	Science and Technology	Arlington
Student Union Building Room 214 Phone: 703-993-2831	Colgan Hall Room 229 Phone: 703-993-8374	Founders Hall Suite B-102 Phone: 703-993-4863

In the event of a life-threatening injury/illness, contact emergency medical service personnel immediately. Do not attempt transport the individual to a medical facility. Please wait for EMS to arrive.

After Hours and Emergencies: If Student Health Services is closed and you have a medical emergency, contact your primary care physician, emergency medical services (911), or an urgent care facility. You may also consider calling the Student Health after-hours nurse advice line at (703) 993-2831 and pressing “0”. Below is a list of suggested urgent care facilities.

Arlington:

Virginia Hospital Cntr.*
1701 N. George Mason Dr.
Arlington, VA 22205-3698
(703) 558-5000

Fairfax:

Fairfax Hospital *
3300 Gallows Road
Falls Church, VA 22042
(703) 776-4001

Science and Technology:

Prince William Hospital*
8700 Sudley Road
Manassas, VA 20110
(703) 369-8000

Fairfax:

Patient First Fairfax
10100 Fairfax Blvd
Fairfax, VA 22030
(703) 679-1876

Inova Emergency Svcs. *
4315 Chain Bridge Road
Fairfax, VA 22030
(703) 877-8200

AltMed
4405, 8708 Sudley Road
Manassas, VA 20110
(703) 361-4357

Fair Oaks Hospital *
3600 Joseph Siewick Drive
Fairfax, VA 22033
703-391-3600

Virginia Medical Acute Care (VMAC) *
5501 Backlick Road
Suite 105
Springfield, VA 22151
(703) 564-5998

** Provides 24-hour emergency medical care*

To determine if an urgent care facility will accept Aetna Student Health Insurance, please check the [Aetna DocFind](http://www.aetna.com/docfind/custom/studenthealth/index.html) (<http://www.aetna.com/docfind/custom/studenthealth/index.html>) search tool and select the following categories from the “Search by Location” drop- down box:

1. Search for: "Urgent Care Facilities"
2. Enter your location details
3. Plan: "Student Health Plans"

Please call the facility you choose to be sure that it is still accepting Aetna Student Health Insurance. To avoid the Aetna Student Health Insurance \$250 Emergency Room co-pay, look for an Urgent Care facility that is not a full-service emergency room. *Patient is responsible for all charges incurred.*

G. ACCIDENT AND INCIDENT PLAN

George Mason University has a comprehensive *Accident and Incident Plan* to guide personnel through what to do if an injury occurs, near misses, or property damage. Please refer to the *Accident and Incident Plan* for additional details on when and how to report a work related accident, injury, exposure, incident or near miss, and to whom. This written plan is available online at ehs.gmu.edu.

H. RESOURCES

For additional resources in the event of a medical emergency, please refer to the following websites:

Health Benefits: Employees should familiarize themselves with health benefits available to them through Human Resources and Payroll. Please visit the HR website for more complete information: <http://hr.gmu.edu/benefits/health/index.php>

Workers' Compensation: Employees injured on the job may be eligible for workers' compensation. All work-related injuries and illnesses should be reported to appropriate supervisors and the Workers' Compensation department within Human Resources and Payroll. For additional information on workers' compensation policies, please visit Human Resources and Payroll's Workers' Compensation webpage at <http://hr.gmu.edu/benefits/index.php?t=9>

Panel of Physicians: If work-related injuries and illnesses require medical care, employees must select a Panel Physician for treatment. A list of all pre-approved Panel Physicians are located in a PDF document on the Human Resources and Payroll's Workers' Compensation webpage at <http://hr.gmu.edu/benefits/documents/InitialVisitPanel-09.22.2014.pdf>