

## 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

### A. INTRODUCTION

This Guide is designed to help university employees and students respond to medical emergency situations 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:** are those injuries or illnesses (i.e., severe burns and wounds, heart attack, stroke, head trauma) that pose serious risk to the individual's life and requires immediate medical attention.

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

**Medical emergency:** any situation that requires 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:

- Receive CPR and First Aid Training
- Know the location of Automatic External Defibrillator (AED) and received 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 the event that 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 that will serve as emergency contacts.
- Notify your supervisor and/or coworkers of health conditions if you are comfortable doing so and it is necessary to 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, Prince William, and Arlington campus are:

<b>Fairfax</b>	<b>Prince William</b>	<b>Arlington</b>
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) 776-3154

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

<b>Fairfax</b>	<b>Prince William</b>	<b>Arlington</b>
Student Union Building Room 214 Phone: 703-993-2831	Occoquan Building 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, 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 Sirona Health after-hours nurse advice line at (703) 993-2831 and press “0”.

**Emergency Care:** Below is a list of suggested urgent care facilities.

**Arlington:**

**Virginia Hospital Center**  
\*\*  
1701 N. George Mason  
Drive  
Arlington, VA 22205-3698  
(703) 558-5000

**Fairfax:**

**Med-First Urgent Care  
Center** \*\*  
9452 Main Street  
Fairfax, VA 22031  
703-503-1112

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

**Fairfax:**

**Fairfax Hospital** \*\*  
3300 Gallows Road  
Falls Church, VA 22042  
(703) 776-3154

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

**Virginia Medical Acute  
Care (VMAC)** \*\*  
5501 Backlick Road  
Suite 105  
Springfield, VA 22151  
(703) 642-2273

**Prince William:**

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

**AltMed**  
7524 Diplomat Drive  
Suite 101  
Manassas, VA 20109  
(703) 361-4357

*\* 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. INCIDENT AND ACCIDENT PLAN**

George Mason University has a comprehensive *Incident and Accident Plan* that guides personnel through what to do should an incident occur that results in injury, near misses, or property damage. Please refer to the *Incident and Accident 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](http://ehs.gmu.edu).

## **H. RESOURCES**

For additional resources that may be needed 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/workerscomp/wc.php>.

***Panel Physician:*** 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 can be found 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>