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:

<table>
<thead>
<tr>
<th>Fairfax</th>
<th>Prince William</th>
<th>Arlington</th>
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<tbody>
<tr>
<td>Inova Emergency Care</td>
<td>Prince William Hospital</td>
<td>Inova Fairfax Hospital</td>
</tr>
<tr>
<td>4315 Chain Bridge Road</td>
<td>8700 Sudley Road</td>
<td>3300 Gallows Road</td>
</tr>
<tr>
<td>Fairfax, VA 22030</td>
<td>Manassas, VA 20110</td>
<td>Falls Church, VA 22042</td>
</tr>
<tr>
<td>(703) 877-8200</td>
<td>(703) 369-8000</td>
<td>(703) 776-3154</td>
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**Students:** Students seeking medical care for non-life threatening injuries/illnesses may visit Student Health Services at one of the following three locations.

<table>
<thead>
<tr>
<th>Fairfax</th>
<th>Prince William</th>
<th>Arlington</th>
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<tbody>
<tr>
<td>Student Union Building</td>
<td>Ocoquan Building</td>
<td>Founders Hall</td>
</tr>
<tr>
<td>Room 214</td>
<td>Room 229</td>
<td>Suite B-102</td>
</tr>
<tr>
<td>Phone: 703-993-2831</td>
<td>Phone: 703-993-8374</td>
<td>Phone: 703-993-4863</td>
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</tbody>
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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:
- **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) 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.

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.