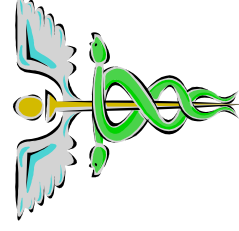




**University of the Virgin Islands  
Health Services Center -  
Division of Student Affairs  
No. 2 John Brewers Bay  
St. Thomas Virgin Islands 00802-9990  
(340) 693-1124**

# **Health Services Emergency Response Procedures**



## EMERGENCY

**Definition of emergency:** For our purposes, we will operationally define emergency as being either: apparent or severe

- a) **Apparent emergency** - a medical crisis needing immediate intervention
- b) **Severe Emergency** - a life-threatening medical crisis

### **Responding to an emergency during working hours**

If there is an apparent emergency during working hours, the first contact should be made to security, (340) 693-1530.

- Security then assess the situation and contacts the nurse.
- Security picks up the Nurse who assesses the situation and determines if it can be handled at Health Services Center or if the individual needs to go the hospital.
- If it is a severe emergency, the first responder should contact 911 immediately and then security, (340) 693-1530.

### **Responding to an emergency after office hours**

- If there is an apparent emergency occurs after office hours, contact Security who will contact the Nurse on duty.
- If there is a severe emergency, contact 911 immediately



## TRANSPORTATION



### **Transportation to the Hospital if there is an emergency**

- If it is a severe emergency, Security will contact 911 (if not already contacted)
- If it is not a severe emergency, the Nurse will direct Security to take the student and herself to the hospital.
- If the nurse is off campus, Security will transport the student if time would be saved by meeting the Nurse at the hospital. In this case, a student or UVI official will accompany Security and the student to the hospital.

**Note: At no time should security transport the student to the hospital unaccompanied or without notifying the nurse.**

### **Post emergency transportation- From the Hospital**

Upon discharge from the emergency room a student is responsible for transportation back to campus if not accompanied by the nurse. UVI Security will assist only after all other means for acquiring transportation have been exhausted.

### **Process of Notification after Emergency Room visit or discharge from Hospital:**

Once the student has been discharged from the Emergency room: The nurse shall notify the Housing Office and Security Department of the student return to campus.

- Housing Supervisor will notify RAs after the student has returned to campus.
- Nurse will inform Security and Housing of any assistance the student needs.

### **Health Services Center Regular Office Hours effective: October, 2008**

9:00 AM – 5:00 PM Monday – Friday

On call services available on weekends

#### **Doctor's Hours**

12:00 – 1:00 PM Monday, Wednesday & Friday