



## Student Emergency Procedure

This procedure pertains to all situations involving a Mason LIFE student where there exists a substantial likelihood that the student will cause, in the moment or near future, serious harm to themselves or to others. The evidence employed is recent behavior, self-report from the student, or reported behaviors by the staff of Mason LIFE or the university.

While this notification link, <https://universitypolicy.gmu.edu/policies/parental-notification/> outlines the university Parental Notification Policy # 1121, the process below reflects the specific needs of the Mason LIFE community and will be followed. This procedure includes all Mason LIFE (ML) students, Falls Church Fairfax Community Services Board (CSB) representatives via the Regional, Education, Assessment, Crisis Services, Habilitation (REACH) program, Counseling and Psychological Services (CAPS), and the George Mason Police Department (GMU PD).

Procedural steps to be taken:

1. Student receives the attention and support from ML staff due to the student's inability to safely care for themselves or having the potential to harm others.
2. If imminent threat of physical violence is present, ML staff will call GMU PD. If no imminent threat exists, staff will call the ML Director or Core Administrative staff immediately to facilitate next steps.
3. Director or Core Administrative staff will notify REACH personnel: Emergency number (855) 897-8278. The Administrative staff will follow the notification chain of command so all parties are informed.
4. Student and ML staff will speak to REACH personnel regarding student behavior to discuss the situation and prepare for next steps.
5. If determined that the student needs to be transported, ML staff will contact GMU PD to request transport to Merrifield Center, Community Services Board at 8221 Willow Oaks Corporate Drive, Fairfax, VA 22031. If possible, a request will be made for a Certified Trained police officer to accompany the student to the CSB.
6. Selected ML administrative staff will meet the student at Merrifield Center, Community Services Board.
7. REACH staff will intervene, and conduct the evaluation of the student.
8. ML Director will conduct parental notification.

9. ML Director will notify Division Director of the situation.
10. ML administrative staff will complete an incident report to include the following:
  - a. Specific behaviors which meet criteria for transportation to CSB and parent notification
  - b. Name of ML staff members involved
  - c. Outcome of evaluation by CSB
  - d. Date and time of the call to parent/guardian and to Administrative Supervisor
11. ML will collaborate with REACH, student, and family to discuss treatment and educational options advised post-evaluation and/or treatment.
  - a. A student will be released from the facility to the family or designee.
  - b. After release, Mason LIFE will consult and conduct an individual assessment of the student with campus stakeholders (e.g., Support staff, instructors, professors, clinical therapists (on/off campus), GMU PD, Dean of Students and others).
  - c. Within one week of release, a virtual meeting will take place with Mason LIFE staff, and families and those who support students to discuss plans for a return to program or may include a temporary/ or permanent leave of absence.
  - d. A determination of return to the program, a temporary or a permanent leave of absence will be made during the meeting. If temporary absence is selected, a specific time for the leave of absence will be given. An option of online learning for foundational academics will be considered as an option for the student to participate in while on leave.
  - e. If it is determined that the student will temporarily leave the program, the student will not be allowed to live in university housing during the temporary leave.
  - f. A meeting will be held approximately one week prior to the specified temporary leave date of return, and Mason LIFE will consult again with those interfacing with the student. At this meeting, a decision of a return to campus will be determined.
  - g. When safety is an immediate concern, the director or designee may remove a student from the campus pending a decision on whether the student should be placed on leave.
  - h. This procedure does not govern any financial matters related to a student placed on leave of absence. A student placed on a leave of absence is encouraged to discuss financial matters with the Office of Student Accounts and, if applicable, the Office of Financial Aid.