



Environmental, Health & Safety Information for a New School Year (VOLUNTEERS)

For additional information on the contents of this pamphlet, contact the Human Resources & Compliance Office.

*Some of the information contained in this pamphlet is **required** by federal, state and/or local regulations **to be communicated to all volunteers.***

*Some of the information contained in this pamphlet is **intended as a reminder** of responsibilities.*

PLEASE READ THE CONTENTS IN ITS ENTIRETY.

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EMERGENCY ACTION PLAN

The College has an Emergency Action Plan for employees in Section 14 in the [Safety Manual](#). This Plan covers initial action to be taken in various types of emergency situations (ex., bomb threats, tornados, earthquakes, missing student, etc.). The Emergency Action Plan in this pamphlet is a modified version of the Safety Manual and is specifically relevant to your role as a volunteer. The intent is to prepare you in advance so that you know what to do in the event of an emergency. Please note: depending on your volunteer role, other parts of the [Safety Manual](#) may also apply to you. We encourage you to review it and to utilize it as an additional resource.

*The **emergency evacuation of a single building** is the most likely situation that volunteers would incur. Please review and familiarize yourself with this protocol:*

Emergency alarms and exits:

- Fire alarms are used for audible signaling of an emergency evacuation in most campus buildings. Alarm pull stations are located near exit doors to activate these alarms. Single-family residential buildings are also used throughout campus for student housing, employee offices, and even workspaces for projects/processes. These buildings are furnished with battery-operated smoke detectors for local evacuation alerts during a fire emergency.
- Exit doors are labeled with exit signs that should be lit at all times or should be illuminated in the dark. If you notice that a sign is unlit, please notify your campus supervisor so that a work order can be submitted immediately. Volunteers should become familiar with all exit routes from their areas.
- Exit doors, stairwells and paths of egress, and fire pull alarms should never be blocked.

During an emergency evacuation:

- Elevators should never be used in an emergency evacuation.
- All individuals are responsible for immediately evacuating a building whenever an alarm sounds.
- Individuals should not deviate from the most direct and shortest route out of the building in order to collect personal belongings, etc.

Evacuation signage/meeting locations for accountability:

- In most classrooms, studios, and labs an evacuation plan has been posted near exit doors. This post includes the location for occupants of the room to congregate outside for accountability, the primary exit route, and emergency phone numbers. If no evacuation plan is posted in the room, faculty are responsible for designating a meeting location in the event of a building evacuation to aid in accounting for individuals and communicate this location to all students in the class.

- Each work group should designate a meeting location in the event of a building evacuation to aid in accounting for individuals and communicate this location to all in the group. This should be out of the path of emergency vehicles.
- Most conference rooms have an evacuation plan posted near exit doors. This post includes the location for occupants of the room to congregate outside for accountability, the primary exit route, and emergency phone numbers. If an emergency evacuation occurs, all meeting participants are responsible to report to the checkpoint noted on the posted plan even if their primary work area/office is located in the same building and their normal evacuation checkpoint is a different location. If a plan does not exist, the chair of the meeting should designate an outside area for accountability.

Accountability during an emergency:

- If an emergency evacuation occurs during a meeting, the individual in charge of the meeting is responsible to account for the safe evacuation of meeting participants.
- After a headcount is completed, the class professor, area leadership or the chair of the meeting should report the names and last known locations of missing individuals to emergency responders.

After the emergency is over:

When an evacuation occurs for any reason, no one should re-enter the building until an “all clear” is given by individuals in charge.

For more detailed instructions in dealing with specific types of emergencies, refer to the appropriate section of the [Safety Manual](#).

In the event that the entire campus must be evacuated, the Crisis Management Team will enact and communicate protocol to be followed.

EMERGENCY CLOSURE

In the event that weather conditions or other emergencies should cause the College to close or delay, an announcement will be communicated on the College’s:

- Home page (www.messiah.edu)
- Emergency Information Hotline (717-691-6084). (A recording will provide you with a date and time of the most recent message.)

TOBACCO-FREE WORKPLACE

Messiah College is a tobacco-free environment. Smoking and the use of tobacco in any form is, therefore, prohibited in, on, or about all College-owned or leased

buildings, grounds and property and College vehicles, whether or not on campus. The use of e-cigarettes or any non-FDA approved nicotine delivery system is also prohibited.

Volunteers who violate this policy will be subject to the same disciplinary actions that accompany infractions of other College rules, which disciplinary actions may include termination of volunteer assignment.

DRUG AND ALCOHOL POLICY AND TREATMENT

The College prohibits the manufacture, possession, use, or distribution of illegal drugs by all employees. The College also prohibits the possession or consumption of alcohol by employees on College property, with the exception of personal residences not used for student housing. Employees are prohibited from consuming alcohol with students or furnishing alcohol to students. Employees are expected to exercise professional discretion and judgment as to use of alcohol when on College business or in other business or social settings. **Volunteers are expected to adhere to College policies, including the employee policy on drug and alcohol use.** To view the College's complete policies on drug and alcohol use, please refer to the [Human Resources Manual](#).

Violation of this policy may include termination of volunteer assignment. The College may also involve local law enforcement officials when appropriate. Illegal possession, use, or distribution of illicit drugs, or illegal use or possession of alcohol can be punished under applicable local, state, and federal law. Possible punishments can include stringent fines, loss of driver's license, loss of possessions obtained through the profits of or used in the sale or distribution of illegal drugs, and/or imprisonment.

The health risks associated with the use of illegal drugs and the abuse of alcohol are significant. Alcohol and other drugs affect brain functioning, result in direct injury to body tissue, result in several thousand traffic fatalities each year, lead to addiction in some individuals, and can alter moods in a potentially harmful way.

If you have any questions about Messiah College's policies on drugs and alcohol or on the services available to those seeking treatment, please contact the Office of Human Resources and Compliance.

Medical Marijuana Policy

In April of 2016, Pennsylvania became the latest state to legalize the use of medical marijuana. However, because the Federal government has not legalized marijuana, it remains a banned substance under federal law. Messiah College receives federal

funding through such things as student financial aid. To avoid losing federal funding, Messiah College must prohibit all marijuana use, including medical marijuana. Marijuana use while on campus, either with or without a certification, is prohibited under any circumstances. Volunteers found in possession, and/or using, and or distributing marijuana while on campus, even with a medical marijuana certification card, will be subject to disciplinary action including termination of volunteer assignment and may have additional legal consequences.

PROTECTION OF MINORS

All Messiah College employees are “mandatory reporters” and have an obligation to report suspected child abuse whether it occurs on- or off-the-job. **A volunteer is a mandatory reporter if, on the basis of their role as an integral part of a regularly scheduled program, activity, or service, is responsible for a child’s welfare or has direct contact with children.** A mandated reporter must make an immediate and direct report of suspected child abuse to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313.

If you would like more information or training on your responsibilities as a mandated reporter, please reach out to the Office of Human Resources and Compliance.

OTHER HAZARDS

If your volunteer assignment involves work with chemicals, power equipment, or other potential safety hazards, additional training may be required. Please reach out to your campus supervisor and/or the Office of Human Resources & Compliance for further information.