

WHAT SHOULD I DO IF...	ACTION TO TAKE...
there is a spill of vomitus, blood or other potentially infectious material?	Call the Department of Safety at ext. 6005 (717-691-6005) and request a Campus Events employee be sent to the area to complete the proper cleanup & decontamination.
there is a chemical spill?	Clean up any small spill with the same personal protective equipment worn when using the chemical (ex., gloves, goggles, etc.). Then contact the lab manager in SEH at ext. 2079 or Facility Services for proper disposal of any waste cleanup materials generated. For large spills , evacuate the area and contact the Department of Safety at ext. 6005 (717-691-6005); the Dispatcher will activate the campus Spill Policy.
there is an injury...	
that is a serious medical emergency requiring emergency response?	Call 911* immediately; then call the Department of Safety at ext. 6005 (717-691-6005) to have someone meet & direct the emergency responders.
that requires medical treatment?	Injuries occurring to an employee in the workplace that require medical attention greater than first aid but not requiring 911 assistance (ex., no ambulance needed) must be treated by a doctor or medical facility that is on our panel of physicians. The Engle Center is NOT on the insurance carrier's list of approved providers.
that requires first aid only?	All Department of Safety personnel are trained in first aid/CPR and the use of AEDs. Call the Department of Safety at ext. 6005 (717-691-6005) to have a safety officer sent to your location.
ALL INJURIES	An incident report must be completed for all employee injuries, no matter how minor. A link to the online form is available on FalconLink. In the search window, type <i>Incident Report</i> and click on the card/link.
there is a chemical delivery or chemical shipment?	All deliveries of hazardous materials must be through Central Receiving at the Lenhart Building. Shipments may NOT be delivered directly to offices, classrooms, work areas, etc. All shipments of hazardous materials must be in compliance with US DOT regulations. They must be packed & labeled appropriately, have the properly completed shipping papers, and be transported in an authorized vehicle by a certified driver for hazardous materials. Messiah University employees may not transport hazardous materials.
I notice a suspicious person?	If possible & without endangering yourself, do your best to determine if your suspicion is warranted (ex., May I help you?). If you believe your suspicion is warranted, ask the individual to leave. If s/he refuses, do not place yourself in danger. Call the Department of Safety immediately at ext. 6005 (717-691-6005). Be prepared to give a thorough description of the person to include physical attributes, clothing, any observed weapons, the last known location and direction of travel, and any unusual circumstances or situation that may have arisen.
I need to report harassment?	Contact the Office of Human Resources & Compliance at ext. 5300 (717-796-5300) or email Amanda Coffey (acoffey@messiah.edu).
I need to report violence...	
that I've witnessed or that is imminent?	Call 911* immediately. Then call the Department of Safety at ext. 6005 (717-691-6005).
that I suspect has occurred within the past 24 hours?	Call the Office of Human Resources & Compliance at ext. 5300 (717-796-5300) or email Amanda Coffey (acoffey@messiah.edu).
I need to report a crime (ex., theft, vandalism, etc.)...	
that I see occurring?	Call the Department of Safety at ext. 6005 (717-691-6005).
that I suspect has occurred?	Call the Department of Safety at ext. 6005 (717-691-6005).

* If dialing 911 from a University phone you must first dial 9, then 911.

From a campus phone, dial the 4-digit University extensions directly. From a cell phone, use the full 10-digit phone number that includes area code.

For additional information regarding emergency response including when to hide/lock out and when to get out/evacuate, what to do for weather emergencies, and what to do if there's a fire, see the Emergency Action Plan, Section 14, in the [Safety Manual](#) available on FalconLink.