

SAFETY & COMPLIANCE FOR WINDING HILL

WHAT SHOULD I DO IF...	ACTION TO TAKE...
there is a spill of vomitus, blood or other potentially infectious material?	Contact Rebekah Ostby for the spill kit (x2755). It contains a substance to sprinkle over the spill to control the odor and absorb the material. Then call the Department of Safety at ext. 6005 (717-691-6005) and request a Campus Events employee be sent to Winding Hill to complete the proper clean up.
there is a chemical spill?	There is no chemical at Winding Hill anticipated to be present in a quantity large enough to require outside assistance. Clean up any small spill with the same personal protective equipment worn when using the chemical (ex., gloves, goggles, etc.). Contact the Cadaver Lab Manager for spill cleanup supplies.
there is an injury...	
that is a serious medical emergency requiring emergency response?	Call 911* immediately; then inform leadership & 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.
that requires first aid only?	First aid kits are available in the employee resource room on the first floor and in the second floor, rear hallway behind Musculoskeletal Lab. An AED is also available in this area. Drena Doran is certified to provide First Aid/CPR/AED.
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?	Don Zhao is trained as a hazmat employee and authorized to sign shipping papers for receipt of chemicals as well as shipments of chemicals. All chemical orders (hazardous materials) for Winding Hill must be delivered directly to the Winding Hill site – they cannot be delivered to the Grantham campus and then transported to Winding Hill. NOTE: All hazardous material chemicals must be shipped 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.
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 911* immediately. 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 University's Department of Safety at ext. 6005 (717-691-6005) for notification.
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 911* immediately; then call the University's Department of Safety at ext. 6005 (717-691-6005) for notification.
that I suspect has occurred?	Call 911* to report a suspected crime; then call the University's Department of Safety at ext. 6005 (717-691-6005) for notification.

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

If using a campus phone, dial the 4-digit University extensions directly. If using 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 MC-Square.