

WHAT SHOULD I DO IF...	ACTION TO TAKE...
there is a spill of vomitus, blood or other potentially infectious material?	Call Guest Relations at ext. 4434 (717-796-4434) and request a Campus Events employee be sent to the area to complete the proper cleanup & decontamination. If Guest Relations is not available, call the Department of Safety at ext. 6005 (717-691-6005).
there is an injury to a camp/conference participant (not an employee)...	
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. <i>Camps:</i> contact the program director; s/he will notify the parent/guardian. <i>Conferences:</i> contact the conference coordinator.
that requires medical treatment?	<i>Camps:</i> notify the program director; s/he will contact the parent/guardian to arrange transport. <i>Conferences:</i> notify the conference coordinator to arrange transport.
that requires first aid only?	All Department of Safety personnel are certified 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. (Athletic camp head coaches and athletic trainers are also certified in first aid/CPR/AED.)
ALL INJURIES except minor first aid	A <i>Non-Employee Incident Report</i> must be completed for all serious injuries, medical treatment injuries and injuries to the head. The form is available on MC-Square. (Note: A report may be completed, but is not required, for first aid as a measure to prevent re-occurrence.) In addition, the Safety Officer will comply with reporting requirements within the Department of Safety.
a camp or conference attendee is missing?	After verifying with other members of the group, notify the Department of Safety (ext. 6005 on a campus phone or 717-691-6005 on a cell phone), providing any information you may have including the name and sex of the attendee, age, physical description, clothing they were wearing, where they were last seen, and time they were last seen.
I need to report harassment, inappropriate contact, etc.?	Contact one of the following: Dept. of Safety at ext. 6005 (717-691-6005) Title IX Coordinator at ext. 5300 (717-796-5300) Student Affairs at ext. 5234 (717-796-5234) Be prepared to offer any information you may have to aid the investigation and response process—including suspicion of discrimination, violence, or harassment—even if you are unsure of the actual circumstances. Prompt reporting ensures a prompt response and appropriate resources for all parties involved.
I need to report violence (physical harm to another person)...	
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 Department of Safety at ext. 6005 (717-691-6005).
I need to report a non-violent 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).
I find alcohol, tobacco or illegal drugs in the possession of a camp or conference attendee?	Call the Department of Safety at ext. 6005 (717-691-6005).
there is a custody dispute of a minor?	Check camp/conference records to see who is authorized to leave with the child; then verify the individual's proof of identity with photo ID. If there is any question, contact the Department of Safety. Do not release the child until custody has been confirmed.
I believe there is an issue of abuse or neglect of a minor?	Under PA law, you must contact the Children and Youth Agency at 1-800-932-0313. Failure to do so could result in a misdemeanor punishable by fine, prison, or both. After calling, immediately inform the program director unless you believe the program director is involved. After informing the program director, contact the Department of Safety at ext. 6005 so the appropriate campus response protocol is initiated.

* 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.