

Emergency Guidebook

Campus Safety Office

520 Leslie Campbell Avenue

Non-Emergency: (910) 893-1375

Emergency: (910) 893-1911



CAMPBELL
UNIVERSITY

Preparing for Emergencies

During large scale emergencies that may impact the entire campus and/or community, first responders may not be able to reach you immediately. As a result, there are several simple steps that you can take to be prepared to handle emergencies on your own. In order to be prepared, you should:

- **Have a plan.** Know what emergencies can impact you and have a plan for each.
- **Have a Communication Plan.** Think about how you will communicate with family and friends during an emergency when cell phone systems may be overwhelmed. Text, email and communication apps may be alternatives if cell calls are out of service.
- **Keep a printed list of phone numbers** for family and friends and other contacts in case your cell phone is inoperable, the battery is dead or in the event you lose your phone. It may be difficult to remember emergency contact numbers you have stored in your cell phone.
- **Locate two exits** in any building that you frequent.
- **Have an Emergency Kit** in your car and/or residence with a flashlight and small first aid kit.
- **Take a CPR/First Aid Class.**

Fire

- When the fire alarm is activated, evacuate the building immediately.
- Do not use elevators.
- Always use the stairs to exit upper floors and if smoke is present, stay low.
- If in a residence hall, follow directions given to you by Residence Life staff, Campus Safety, or emergency responders.
- Assist individuals who may need assistance in moving to a safe area.
- Meet at established outside gathering points.
- Do not re-enter the building until authorized to do so by Campus Safety, Fire Department officials, or Residence Life.

Medical Emergencies

- Call 911 (for Harnett County 911 Center) or 1-911 from a landline (for Campbell University Campus Safety). (910) 893-1375 is the main Campus Safety phone number.
- Provide the dispatcher with your name, location, number of people sick/injured and a description of the emergency.
- Stay on the phone for further instructions.
- Send someone to meet the first responders outside of the building to lead them to the sick/injured individual(s).
- Do not move the person unless there is an immediate threat at that location.
- Campbell University has many buildings on-campus equipped with AEDs (Automated External Defibrillators). For a current detailed listing of AED locations, contact Campus Safety.

Severe Weather

Tornado

- A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area.
- A **tornado warning** is issued when a tornado has been sighted or indicated by weather radar, in the area.
- Monitor local TV stations, radio stations, NOAA weather radio, weather related websites, etc., for severe weather updates.
- Be prepared to take shelter on the lowest level of your building or residence hall if a tornado warning is issued.
- Do not pull the fire alarm to alert others of a tornado warning. Pulling a fire alarm could signal others to exit the building into the path of the severe weather.
- Stay away from windows and exterior doors.
- Move to an interior hallway to shelter.
- Wait for the tornado warning to expire prior to returning to your work area, classroom or living area.
- If outdoors, lie in a ditch, low-lying area or crouch near a building if shelter is not available or if there is no time to get indoors.
- If in a car with no nearby shelter, buckle your seatbelt and stay low.

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Severe Weather

Severe Thunderstorms & Lightning

Lightning can strike up to 10 miles away from a rain area.

If you are caught outdoors in a severe thunderstorm or when lightning threatens:

1. Immediately seek shelter in the nearest building.
 - a. DO NOT seek shelter under trees during thunderstorms.
 - b. DO NOT seek shelter in unprotected open structures such as picnic pavilions, rain shelters or bus stops.
 - c. If a building is not available, a metal-topped vehicle with the windows up is the next best option.
2. Avoid contact with metal fences, metal bleachers or metallic structures.
3. Avoid using hardwired corded telephones or any electrical appliances.
4. Avoid plumbing – do not take a bath, shower, or wash your hands during a thunderstorm.
5. Wait 30 minutes or more after hearing the last thunder clap or rumble before leaving the safe location.

If Caught Outdoors and No Shelter Is Nearby:

1. Find a low spot away from trees, fences and poles that is not subject to flooding.
2. If you are swimming, get out of the water immediately.

Remember: If you can hear thunder, you are close enough to be struck by lightning.

Once you have taken shelter indoors, you should monitor a weather radio, a commercial radio/television station, internet or other weather service provider. Even when a specific storm cell has passed beyond the area, conditions may still be right for high winds, lightning and other hazardous weather conditions.

Severe Weather

Winter Storm

Campbell University implements the following procedures for announcing operational changes during periods of inclement winter weather:

- The announcement is posted to Campbell's homepage (www.campbell.edu)
- An "all" campus email may be sent with closing dates and times.
- Announcements will also be posted to social media and local media outlets.
- In North Carolina, inclement winter weather can develop overnight. In such cases and depending on conditions, attempts are made to post announcements as soon as feasible. If the inclement weather develops during the morning or during daytime on a school/work day, the same notification procedures listed above are followed.
- Weather related closings or delays will be issued on a day to day basis.
- On days when Campbell generally is scheduled to be closed (Saturdays, Sundays and holidays), the University does not usually make blanket closing announcements. Departments and units that have normal operations on weekends and holidays, or units planning to host or present special programs on those days, should make their own prior arrangements with employees and participants, notifying them how to proceed in case of inclement weather.
- Departments should designate in advance those expected to report to work during a weather emergency.
- Announcements for weather closings at Campbell University Law School, Ft. Liberty and Camp Lejeune campuses are handled by those campus administrators separately from the main campus announcements.

Emergency Evacuation

General Evacuation

Depending on the type of emergency, it may be necessary either to evacuate a building or to shelter in place, that is, to remain in the building until emergency personnel confirms that it is safe to leave.

1. In the event of a fire alarm or if instructed by emergency personnel to evacuate, evacuate immediately, using the nearest emergency exit.
2. Do not use elevators unless directed to do so. Never use elevators during a fire evacuation.
3. Once outdoors, head to the outside gathering location. Check in and report missing persons, injuries, damages and/or potentially hazardous conditions to your supervisor. Keep streets, fire lanes and walkways clear for emergency vehicles and personnel.
4. Supervisors and designated points of contact should call 911 or Campus Safety to report any immediate emergencies.
5. Do not re-enter the building until authorized to do so by Campus Safety or a Fire Department official.

Note: Review and practice evacuation routes, assembly areas and procedures for your office, classrooms, laboratories, residence hall, or other facility **before** an emergency happens.

To call Campbell University Campus Safety in an emergency:

- Dial 1-911 from any campus phone
- Dial (910) 893-1375 from any other phone

My building's Outside Gathering Location is located at: _____

Emergency Evacuation

Emergency Procedures – Disabilities

Campus Safety encourages proactive planning by the entire University for emergency situations. It is recommended that any person with a disability who needs assistance with alerting, evacuation and sheltering in the event of emergency self-identify and make contact with Campus Safety or Facilities Management. This will assist Campus Safety and Facilities Management with development of a personal emergency plan for the individual with a disability.

Evacuating People with Disabilities

1. Visually Impaired Persons:

- Describe the nature of the emergency and the location if relevant.
- Offer your arm to assist with guiding the individual.
- Provide details about where you are going and any obstacles the person may encounter along the route.
- Once at a safe location, orient the individual to the location and inquire if further assistance is needed before leaving the location.

2. People with Hearing Limitations:

- Alert the individual. Turn the lights on/off or wave your arms to gain the person's attention.
- Use gestures or written notes. Indicate directions with gestures or write a note with evacuation instructions.

3. Individual with mobility limitations – Non-wheelchair bound user:

- **Discuss needs & preferences.** Ask if assistance is needed. Inquire if the person is able to evacuate using the stairs without help or with minor assistance.

Emergency Evacuation

- **Ensure a clear path of travel.** If debris is present, it may be necessary to clear a path to the nearest exit route.
 - **No imminent danger.** If there is no imminent danger, the person may choose to remain in the building or to be directed to an area of refuge (stairwell) until emergency personnel arrive. Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person exiting the building, either down the stairs or using the emergency elevator recall.
 - **Imminent danger.** If danger is imminent, use of a sturdy chair, with or without wheels, to move the person, or help carry the person to safety using a carry technique.
 - **Mobility aids or devices.** Return any mobility aids or devices to the person as soon as possible.
 - Once you safely evacuate, notify your supervisor immediately about any individuals remaining in the building and their locations.
4. Mobility limitations – Wheelchair user:
- **Discuss needs & preferences.** Non-ambulatory persons' needs and preferences vary widely. Ask them how they would like to be assisted.
 - **Wheelchair user on the ground floor.** Individuals who use wheelchairs may choose to evacuate themselves from the ground floor with minimal assistance.
 - **Ensure a clear path of travel.** If debris is present, it may be necessary to clear a path to the nearest exit.

Emergency Evacuation

- **Imminent danger.** If danger is imminent and the individual does not wish to be removed from his or her wheelchair, direct the person to the nearest area of refuge (stairwell) and notify emergency personnel immediately. While staying in place, the wheelchair user should keep in direct contact with Campus Safety by dialing (910) 893-1375 from a cell phone and relay pertinent information including location.
- **Mobility aids and devices.** Return any mobility aids or devices to the person as soon as possible.

Chemical Spill

- **Notify Campus Safety at (910) 893-1375 immediately.**
- Do not attempt to clean up the spill.
- Remove yourself and others from the area.
- If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel.
- Do not pull the fire alarm unless there is a fire or need for immediate evacuation.
- Provide first responders with information about the spill, chemical and the spill area.
- Evacuate the building if first responders issue the evacuation order.
- Re-enter the building only when an “all clear” is provided by Campus Safety or Fire Department officials.

Gas Leak/Power Outages

Immediately report gas leaks or power outage to Campus Safety at (910) 893-1375.

Gas Leaks

- Evacuate the area immediately.
- Do not switch on lights or any other electrical equipment. Do not smoke in the area.
- If leak is outside, do not remove any vehicles from the immediate area until cleared by the Fire Department.
- Account for all building personnel once outside and wait for further instructions from Campus Safety or the Fire Department.

Power Outages

- Help co-workers in darkened areas move to safer locations.
- Secure current experimental work and keep refrigerators and freezers closed.
- Unplug personal computers, appliances and non-essential electrical equipment.
- Open windows for additional light and ventilation.
- Check all building elevators for stranded personnel/students. Advise Campus Safety of locations of any disabled elevators with occupants.
- Follow the instructions given by Campus Safety, Facilities Management personnel and the Fire Department.

Shelter in Place

If an incident involves severe weather, an outdoor hazardous materials release, or other outdoor hazard, remain inside or seek shelter in the nearest building.

1. If outside, seek shelter in the nearest building, preferably in an interior room with few windows. Allow access to others seeking shelter. Allowing others into the building will not jeopardize your safety.
2. Shut and lock all windows (locking will form a tighter seal) and close all exterior doors.
3. Avoid overcrowding by using several rooms if necessary.
4. Turn on radio or television and listen for further instructions. Make yourself as comfortable as possible; prepare for the possibility of an extended stay.
5. Look after each other. You will be notified when it is clear to leave.

What to do for an outdoor hazardous materials release:

1. Choose a room above ground level.
2. If possible, turn off air conditioners, heaters and fans.
3. Close vents to the ventilation system as you are able.
4. Follow instructions for shelter in place listed above.

Active Aggressor

Because an active aggressor incident requires rapid response, the best time to consider how to react is in advance. By familiarizing yourself with your surroundings and possible escape routes and considering how you might react in such a situation, you can act quickly and more efficiently if the need arises.

There are three options to consider if faced with an active aggressor incident: **Run**, **Hide**, or – as a last resort – **Fight**, if your life is in imminent danger.

1. **RUN – If there is a way to escape the threat and you are reasonably sure you can do so without being harmed, do it. This is your first and best option. Be sure to:**

- Have an escape route in mind.
- Leave your belongings behind. (Keep your cell phone in your pocket.)
- Help others escape, especially those with special needs.
- Tell others not to enter the area where the active aggressor may be.
- Keep your hands visible at all times.
- Follow the instructions of any law enforcement personnel.
- Do not attempt to move injured people.
- Call 911 when it is safe to do so and provide the following information:
 - Your name and location
 - Location of the incident (be as specific as possible)
 - Number of aggressors (if known)

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Active Aggressor

2. **HIDE** – If evacuation is not possible, you are told “to shelter in place,” or if the active aggressor is outdoors, find a place to **HIDE** where the active aggressor is less likely to find you. Choose the best space that is available quickly.

Your hiding place should:

- Be out of the view of the active aggressor.
- Provide protection if shots are fired in your direction (i.e. lock or barricade a door by any means available).
- Not trap you or restrict your options for movement.

To prevent an active aggressor from entering your hiding place, you should:

- Turn off lights.
- Lock all doors and windows, if possible.
- Place heavy furniture or equipment in front of any doors (especially if the door does not lock or opens into the hallway).
- Close blinds, cover and move away from windows.

To keep yourself safe while hiding you should:

- Remain quiet.
- Hide behind large items (i.e., cabinets, desks).
- Silence your cell phone and turn off vibrate mode.
- Turn off any sources of noise (i.e., radios, TV's).
- Don't respond to voice commands or move barricades until you are sure that commands are coming from police.
- If you can speak to a dispatcher without being overheard by the assailants, dial 911, to alert police to the situation.
- If you cannot speak, mute the speaker and leave the line open so the dispatcher can listen. Do not approach emergency responders; let them come to you.

Active Aggressor

If outside when a shooting occurs:

- Drop to the ground immediately, face down and as flat as possible.
 - Move or crawl away from gunfire, trying to use any obstacle between you and the gunfire. Remember, obstacles may conceal you from sight, but may not be bulletproof.
 - When you reach a safe place, stay down, do not move. Do not peek or raise your head to try and see what is happening.
3. **FIGHT – as a last resort if your life is in danger. If you cannot evacuate or hide effectively, or have been discovered, be ready to fight.**
- Take steps to incapacitate the active aggressor:
 - Act as aggressively as possible against him or her.
 - Throw any items available at the intruder(s) to distract them (books, backpacks, etc.).
 - Use improvised weapons such as a fire extinguisher or chair.
 - Yell
 - Commit your actions to save your life.

Bomb Threat

Most bomb threats are received by phone. Act quickly, but remain calm and obtain as much information as possible from the caller.

- Remain calm
- Keep the caller on the line as long as possible.
- Listen carefully to the caller's voice and words.
- Record the time and caller ID number if shown.

Ask the caller the following questions and write down the answers as soon as possible:

1. Where is the bomb?
2. When will it explode?
3. What does the bomb look like?
4. What will cause it to explode?
5. Did you place the bomb?
6. What is your name?
7. Are you an employee/student?
8. Where are you calling from?

Write down any information such as:

- Background noises
- Gender of the caller
- Voice pitches and patterns
- Any other information that stands out or seems unusual to you

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Bomb Threat

After the bomb threat has been made

- Immediately Call Campus Safety at (910) 893-1375 to report the incident.
- If the bomb threat is received by a handwritten note, call 911 or Campbell Campus Safety and handle the note as minimally as possible.
- If the bomb or suspicious package is discovered, do not handle the package. Get away.
- Do not use cell phones, radios, or other wireless devices in the building or area.
- If evacuation is ordered, look around as you exit for anything suspicious or out of place. If you noticed anything suspicious while evacuating, tell law enforcement.
- Follow all instruction from Campus Safety or Law Enforcement. Do not re-enter the building unless told to do so.
- Follow instructions from the first responders in regards to evacuation assembly areas.

Suspicious Package

- Do not open the suspicious item. If you have opened it, remain calm.
- **Notify 911 or Campbell Campus Safety at (910) 893-1375 immediately.**
- Do not move the letter/package or examine it any further.
- Keep others out of the area. Close off the area if possible.
- If possible, limit the use of two-way radios and cell phones near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with the substance, keep your hands away from your eyes, nose, mouth or any part of your face. Do not touch others or let others touch you.
- Wash your hands and arms from the elbow down with soap and hot water.
- Do not attempt to clean or cover anything that might have spilled from a package.
- Follow all instructions given by Campus Safety and emergency personnel.

Civil Disturbance/Demonstration

- **Notify 911 or Campus Safety at (910) 893-1375 immediately.**
- Notify your supervisor, professor, or dean, as appropriate.
- Remain calm and wait for instructions.
- Do not attempt to negotiate with the crowd.
- Do not attempt to conduct crowd control measures or to intervene.
- Evacuate the building or other areas as directed by Campus Safety.

Security Concerns

Report any security concern or suspicious activity to Campbell University Campus Safety.

1. If you encounter:
 - A disruptive or hostile individual.
 - Someone making threats (in person or cyber/social media).
 - A person acting suspiciously.
 - Harassing or threatening phone calls/text messages.
2. Contact Campus Safety:
 - Dial (1-911) from any campus phone
 - Dial (910) 893-1375 from any other phone
3. Provide the following information:
 - Your location
 - Description of events
 - Description of subjects
 - Types of threats or possible weapons
4. Stay on the phone with the dispatcher until instructed otherwise.

Student Concerns

Signs of a Student in Distress

- Expresses stressful events have occurred in their lives
- Displays decreased quality of work
- Has increased absences
- Makes repeated requests for special considerations
- Displays anxiety
- Is unable to provide for their basic living needs

Signs of a Student in Crisis

- Expresses suicidal thoughts or gestures
- Makes threats to others
- Displays self-mutilating behavior
- Carries weapons
- Demonstrates intimidating behaviors

Take Action: Talk directly with the student (if you feel comfortable) and inform them about available resources.

Safety is an immediate concern. Contact Counseling Services Monday-Friday, 9 a.m.-5 p.m. or Campus Safety after hours and a Security Officer and/or Deputy will respond, assess and assist.

Counseling Services:

(910) 814-5709

233 Leslie Campbell Ave

Support Resources

On-Campus Support & Emergency Contacts

- **Health Center:** (910) 893-1562
Health Services building behind Marshbanks
Services offered:
 - Behavioral Health
 - Family Medicine
 - Geriatric Medicine
 - Osteopathic Manipulation Medicine
 - Sports Medicine
 - Wellness Programs
- **Disability Services:** (800) 334-4111 ext 4364 or supportservices@campbell.edu
- **Facilities Management:** (910) 893-1610
- **Residence Life:** (800) 334-4111 ext 1546 or residencelife@campbell.edu
- **Spiritual Life:** (910) 893-1549
- **Student Life:** (910) 893-1540
- **Title IX Coordinator:** (910) 893-2039

Early Alert

If you are an instructor that has a concern regarding a student's academic success, please use the CU Succeed platform (accessible via Blackboard) to raise a corresponding flag according to the chart below. The flag will notify appropriate student support professionals, who will address the concern.

Wellness Concern

Indicates concern for student's behavior and/or change in behavior (e.g., change in behavior/appearance, student in distress). Students do not receive notification.

Excessive Absences

Indicates poor pattern of attendance.

Missing Assignments

Indicates that student has missed one or more assignments.

Academic Performance Concern

Indicates general concern for poor work submitted and/or grades earned. If there are recommended actions the student should take, please include in the comment box.

Consideration for Course Withdrawal

Indicates student may not be able to pass the course due to academic performance or attendance. Notification instructs student to contact their advisor to discuss potential course withdrawal.

Please complete the form in its entirety and be as detailed as possible.

www.campbell.edu/students/student-success/about-student-success/faculty

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Support Resources

Off-Campus Support & Emergency Contacts

Local hospitals

- **Betsy Johnson (Dunn):** (910) 892-7161
- **Harnett Health (Lillington):** (910) 892-1000
- **Central Carolina (Sanford):** (919) 774-2100
- **Wake Medical (Raleigh):** (919) 350-8000

Counseling Hotlines & Local Providers of Mental Health Services

- **CareNet of Harnett County:** (910) 897-8930
400 Denim Drive, Erwin, NC
- **Harnett Counseling Services:** (910) 814-0909
1186 North Main Street, Lillington, NC
- **Dunn Psychological Associates:** (910) 892-5839
102 Tilghman Drive, Dunn, NC
- **E.M.H. Counseling:** (919) 609-0458
206 Raleigh Street, Fuquay-Varina, NC
- **Peace of Mind, Inc.:** (910) 814-2197
817 West Front Street, Lillington, NC
- **Southern Wake Counseling:** (919) 557-8222
320 N. Judd Parkway, Ste 200, Fuquay-Varina, NC

Emergency Notifications

The following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty and visitors on campus.

- Text Alert – Campbell's emergency mass notification system:
<https://www.campbell.edu/campus-safety>
- Campbell University Home Page – www.campbell.edu
- Local media outlets may be notified and report
- Social media when appropriate

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