

# CAMPBELL

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## UNIVERSITY

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### Faculty/Staff Fire Safety Bulletin

Fire Safety is something we all must be aware of. As Faculty/Staff of Campbell University, we have a responsibility to the University and to our students and co-workers to be aware of what we must do in the case of a fire or an emergency situation in our buildings. This includes proper use of Fire Extinguishers, location of fire alarm pull stations, proper exits from the building, and proper evacuation procedures. The students are our responsibility and we must be prepared to help direct them and each other in case of a fire or other campus emergency.

#### **Safety Procedures:**

- ❖ Review posted Evacuation Diagram for your location in a building
- ❖ Know the location of Exit Doors and Stairways
- ❖ Know the location of the fire alarm pull stations and fire extinguishers
- ❖ Know the Designated Outdoor Gathering Location for your building

#### **Fire Alarm Activation:**

- ❖ Direct students to nearest exit and inform them of where to gather outside
- ❖ Last person out of the room, Turn off Lights, Close the Door-Do Not Lock the Door
- ❖ Last person on the floor, make sure classrooms and floor are empty
- ❖ Offer any needed assistance as you exit the building
- ❖ Proceed to Designated Outside Gathering Location for your building (See Back)
- ❖ Designated Outside Gathering Location: account for all students, faculty and staff
- ❖ Remain at outside location until dismissed by University Official

## Evacuation Gathering Locations

Building	Gathering Place
Butler Chapel	Center of Academic Circle
Taylor Hall	
D. Rich	
Wiggins Hall	
Kivett Hall	
Britt Hall (Barnes & Noble, Chick-Fil-A)	
Basement of Baldwin Hall (Student Activities)	
Pearson Hall	Front of Carter Gym
Leslie Campbell Administration Building	
Carrie Rich	
Maddox Hall	
Carter Gym	
Wallace Student Center	
Student Support	
Leslie Campbell Hall of Science	Fountain in front of Marshbanks Cafeteria
Marshbanks Cafeteria	
Height House	Front of Accounting Office
Lundy-Fetterman School of Business	Front Exits: Parking lot behind Hedgpeth Hall Rear Exits: Parking lot behind building (close to TT Lanier Ext. St.)
Taylor Bott Rogers Fine Arts Building	
Nathan Johnson Aquatic Center	Convocation Center Parking Lot
Human Resources/Photo-Graphics/Mailroom	
Accounting Office	
Convocation Center	
ROTC Building	Parking Lot Behind Fine Arts Building
Health Services	Rear Parking Lot
Pharmacy Research Center	Saylor Park