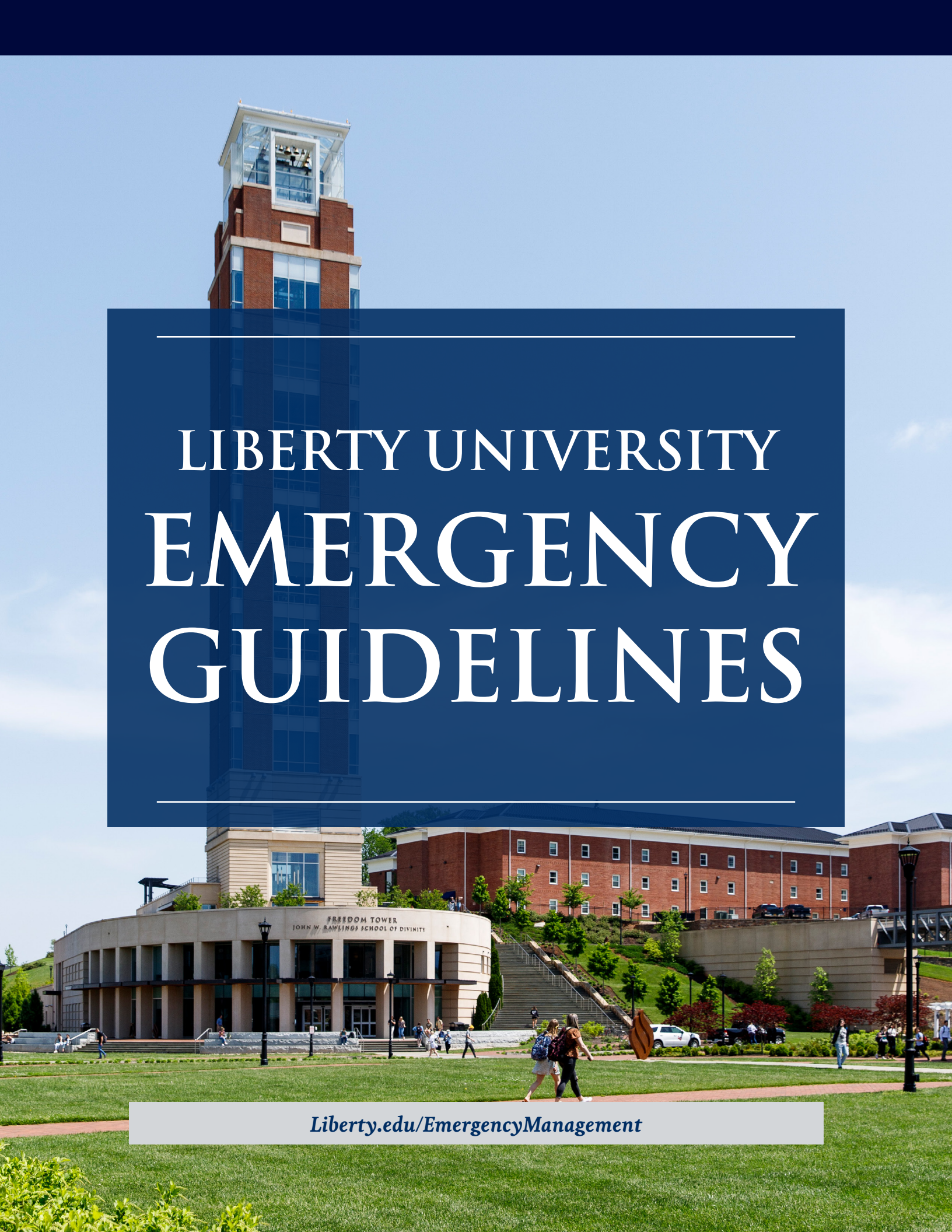


The background of the entire page is a photograph of the Liberty University campus. The central focus is the Freedom Tower, a tall brick structure with a glass-enclosed belfry at the top. Below the tower is a large, multi-story brick building with many windows. In the foreground, there is a large, curved, light-colored building with columns, identified by a sign as the John W. Rawlings School of Divinity. A wide set of stairs leads up from the foreground to the brick building. The foreground is a green lawn with a few people walking. The sky is blue with some light clouds.

LIBERTY UNIVERSITY EMERGENCY GUIDELINES

[Liberty.edu/EmergencyManagement](https://liberty.edu/EmergencyManagement)

LIBERTY UNIVERSITY



CRITICAL INFORMATION

1. Reporting an Emergency
2. Important Phone Numbers
3. Emergency Notification
4. Evacuation
5. Shelter-in-Place
6. Individuals With Disabilities
7. Student Counseling Services
8. Office of Equal Rights & Title IX

SPECIFIC ACTION GUIDELINES

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2. Bomb Threat
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4. Explosion
5. Cybersecurity
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7. Hazardous Materials
8. Hurricane
9. Medical
10. Utility Failure
11. Weather

ADDITIONAL RESOURCES

1. Crime Prevention
2. Security and Public Safety
3. "See Something, Say Something"
4. Personal Preparedness

MAIN CAMPUS	MAIN CAMPUS	NORTH CAMPUS	CAMPUS EAST	HOUSING
HANCOCK WELCOME CENTER 2. CENTER FOR MUSIC AND THE WORSHIP ARTS 3. CENTER FOR NATURAL SCIENCES 4. DEMOSS HALL 5. FREEDOM TOWER JOHN W. RAWLINGS SCHOOL OF DIVINITY 6. JERRY FALWELL LIBRARY Pizza Hut Domino's Auntie Anne's shake smart 7. JERRY FALWELL MEMORIAL 8. LIBERTY ARENA 9. LIBERTY SOFTBALL STADIUM 10. LIBERTY UNIVERSITY BARNES & NOBLE BOOKSTORE Starbucks	MONTVIEW STUDENT UNION 12. REBER-THOMAS DINING CENTER 13. SCHOOL OF BUSINESS 14. VINES CENTER simply to go	15. THE BLACK BOX THEATER 16. COOK TENNIS CENTER 17. LAHAYE ICE CENTER 18. LAHAYE RECREATION AND FITNESS CENTER THOMAS INDOOR SOCCER Chick-fil-A Farmer's Field Sub MOZZAMBA shake smart MAINE ROADRUNNER BREWVITA 19. LIBERTY ATHLETICS CENTER 20. LIBERTY BASEBALL STADIUM 21. LIBERTY FOOTBALL CENTER 22. LIBERTY INDOOR TENNIS CENTER 23. LIBERTY MULTIPURPOSE CENTER 24. LIBERTY UNIVERSITY INDOOR PRACTICE FACILITY 25. LUURTSEMA CENTER 26. MARIE F. GREEN HALL 27. OSBORNE STADIUM 28. SCHOOL OF LAW 29. TOWER THEATER 30. WILLIAMS STADIUM	31. DAVID'S PLACE 32. EAST ATHLETIC COMPLEX 33. LIBERTY MOUNTAIN SNOWFLEX CENTRE 4000 CANDLERS MOUNTAIN ROAD 34. SLIM CHICKENS SLIM CHICKENS	A. CAMPUS EAST (140-194) B. QUADS (029-032) C. RESIDENTIAL COMMONS (I-IV) DUNKIN' D. SOUTH TOWER (033) E. THE CIRCLE (025-028) F. THE HILL (017-023)

CHAMPION SAFE

THE OFFICIAL SAFETY APP OF LIBERTY UNIVERSITY

With Champion Safe on your device,
safety is at your fingertips:

Crisis Alerts | Location Service Features

Mobile Blue Light | In-app Tip Reporting

Emergency Plans and Contacts | Emergency Notifications

Timely Warnings | ... and MORE!



Download Champion Safe Today



CRITICAL INFORMATION

1. Reporting an Emergency

Emergency: Any threat to life and/or property that requires immediate response from police, fire, or medical services.

Examples:

- Serious injury or illness
- Crime in progress
- Fire or explosion

If you are unsure if an incident is an emergency, call 911 or LUPD at (434) 592-3911.

Action Guidelines

To report an emergency on campus:

- Make sure you are in a safe location. If not, find one.
- Do not attempt to interfere with the situation except for self-protection.
- Observe the activity from a safe distance.
- Call 911 or LUPD at (434) 592-3911.
- Tell the dispatcher:
 - 📍 *Your location*
 - 📞 *The phone number from which you are calling*
 - 🔥 *The nature of the emergency*
- Do not hang up unless your safety is threatened or you are told to do so.

- Watch for arrival of emergency personnel and direct them.
- After emergency personnel arrive, stay out of the way but do not leave.

Clery Act Crimes: Murder and Non-Negligent Manslaughter, Negligent Manslaughter, Sex Offenses (Forcible and Nonforcible), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, and Hate Crimes as defined by the Federal Bureau of Investigation's Uniform Crime Reporting Handbook

To report a Clery Act crime: Any Clery Act crime committed on or near Liberty University's campus should be reported to LUPD and the Office of Clery Act Oversight.

2. Important Contact Information

Life-threatening emergency on any campus (434) 592-3911

LU Police Department (Emergency)	(434) 592-3911	
LU Police Department (Nonemergency)	(434) 592-7641	LUPD@liberty.edu
LU Police Department (Front Desk)	(434) 592-3637	
LU Access Control	(434) 592-3749	AccessControlOffice@liberty.edu
LU Emergency Management & Community Engagement	(434) 592-7674	LUEM@liberty.edu
LU Environmental Health & Safety	(434) 582-3389	LUSafety@liberty.edu
LU Facilities Management	(434) 592-3500	
LU Human Resources	(434) 592-7330	HR@liberty.edu
LU IT HelpDesk Support	(434) 592-7800	
LU Office of Disability Accommodation Support (ODAS)	(434) 592-4016	ODAS@liberty.edu
LU Counseling Services	(434) 582-2651	StudentCounselingServices@liberty.edu
LU Student Health & Wellness	(434) 592-7770	
LU Switchboard	(434) 582-2000	
LU Transit Services	(434) 592-3640	Transit@liberty.edu

Lynchburg EMS (Nonemergency)	(434) 847-1602
Lynchburg Fire Department	(434) 455-6340
Lynchburg General Hospital (Switchboard)	(434) 200-3000
Lynchburg Police Department	(434) 455-6050
Virginia State Police, Division 3	(800) 552-0962

3. Emergency Notification

The emergency alerting system is the comprehensive communications solution that allows the university to quickly disseminate an urgent message through multiple communication mediums. If there is a condition that significantly threatens the health and safety of persons on campus, university officials will warn the campus community through:

- Text
- Voice
- Email
- Liberty.edu
- /LibertyUPublicSafety
- /LUAlert
- /LU_Alert
- /LU_PublicSafety

The university also has a system of sirens located throughout campus that will send out audible tones and plain speech notifications in the event of bad weather. They are controlled in a central location within the Emergency Management & Community Engagement (EMCE) dispatch center.

Action Guidelines

Assess the facts presented in the message and determine your course of action (i.e., evacuate, shelter-in-place, or avoid the area).

4. Evacuation

The primary purpose for evacuating is to put distance between you and the hazard. Depending on the type of emergency, evacuation procedures may vary.

Action Guidelines

- Leave the area immediately. Take personal items (e.g., keys, wallet, cellphone, etc.) if safe to do so.

- Assist individuals with disabilities. (See the “Individuals with Disabilities” section.)
- Do not use elevators.
- Go to designated evacuation assembly areas unless otherwise instructed.
- Provide relevant information (e.g., unaccounted for and/or trapped persons) to emergency responders.
- Do not return until cleared to do so by emergency responders.

5. Shelter-in-Place

Shelter-in-Place refers to situations in which it is safest to remain indoors rather than face uncertainty outside. Depending on the emergency, appropriate areas to shelter may vary. When sheltering, seek safety by placing barriers between you and the danger. This could include walls, rooms without windows, locked doors, and furniture.

Action Guidelines

- Find a safe location.
- Shut all doors and windows.
- Stay away from areas exposed to the threat.
- Enact barriers between you and the threat.
- Await further information from emergency responders.

6. Individuals With Disabilities

It is imperative that individuals with physical disabilities prepare for emergencies before they happen. The Office of Disability Accommodation Support (ODAS) is available to discuss emergency procedures with students and familiarize them with evacuation routes specific to their housing and classroom assignments. ODAS can be reached at (434) 592-4016.

Action Guidelines

For Assisting Individuals With Disabilities:

- Check on them during an emergency.
- Ask if someone needs help, how you can properly provide assistance, and if any items need to accompany them.
- Do not use elevators for emergency evacuation.

For Assisting in Evacuation by Disability Type



Mobility Impairment:

- If a person cannot exit the building, ask if assistance is needed.
- If they elect to await evacuation assistance, escort the person to the nearest stairwell or other predetermined area of refuge.
- Some individuals with mobility impairments who are able to walk independently may be able to negotiate stairs with minor assistance.
- Do not try to carry anyone with a mobility impairment. You could do more harm to them or yourself.
- After you leave the building, immediately inform emergency responders of the location of the person awaiting evacuation.



Blindness or Visual Impairment:

- Give verbal instructions about the safest route or direction using directional terms and estimated distances.
- Ask if assistance is needed. If so, offer your elbow and provide guidance through the evacuation route. This may

be especially helpful if there is debris or a crowd. Never grasp the arm of the person you are assisting.

- While escorting a person out of the building, explain as you are walking where you are going and what you are doing.

Deafness, Hearing Loss, Language Difficulty:

- Get their attention by eye contact or touch, if necessary.
- Communicate the problem, including the need to evacuate. Gesturing and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to designate the safest route or direction by pointing toward exits or evacuation maps.
- Offer to escort them from the building.



7. Counseling & Psychological Services

Counseling & Psychological Services provides mental health services and counseling to help students manage difficult life experiences and reduce psychological distress. They offer individual and group counseling, referrals, psychological assessments, emotional wellness workshops, and process groups. For additional information, visit LUStudentCounseling.com, call (434) 582-2651, or email CAPS@liberty.edu.

For emergency assistance after office hours, please call 911 or LUPD at (434) 592-3911.

8. Office of Equal Rights & Title IX

Liberty University complies with Title IX of the Education Amendments of 1971, which prohibits unlawful discrimination on the basis of sex in the university’s programs and activities. The university also prohibits sexual harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, and retaliation, which are harmful to the well-being of the university community and its members, the learning and working environment, and collegial relationships among students, faculty, and employees. Ethics & Compliance oversees and upholds these policies. For more information or to file a report, visit Liberty.edu/TitleIX. The office is located in DeMoss Hall, Room 1232 and can be reached at (434) 592-4999 or ert@liberty.edu.

SPECIFIC ACTION GUIDELINES



1. Active Shooter/Armed Intruder

An active shooter or armed intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Follow Run-Hide-Fight procedures in the event of an active threat incident.



RUN and escape, if possible

- Getting away from the threat is the top priority.
- Leave your belongings behind and get away.
- Help others escape if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 or LU Emergency Communications at (434) 592-3911. Report the following to law enforcement in a calm, clear manner so that the dispatcher can quickly relay information to emergency responders:
 - 🚒 *What is happening*
 - 🚒 *Where you are located, including building name and room number*
 - 🚒 *The number of people at your specific location*
 - 🚒 *The injuries, if any, including the number of injured and types of injuries*
 - 🚒 *A detailed description of the threat, including number of persons armed, clothing/equipment worn, direction of travel, and types of weapons being used*



HIDE, if escape is not possible

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Secure-in-Place: lock and block doors, close blinds, and turn off lights.
- Don't hide in groups. Spread out along walls or hide separately to make it more difficult for the shooter.

- Try to communicate with police silently. Use text message or social media to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you the all-clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort



- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and use improvised weapons to distract and disarm the shooter.

After the Incident:

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation. Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.

- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.
- Seek updated information and further instructions:
 - 🚒 *By downloading the Champion Safe Mobile App*
 - 🚒 *By calling LUPD at (434) 592-7641*
 - 🚒 *By watching or listening to local media outlets*

2. Bomb Threat

A bomb threat, usually verbal or written, is a threat to detonate an explosive or incendiary device to cause property damage, injuries, or death, whether or not such a device actually exists. Typically delivered by telephone, the majority of such threats are intended to cause disruption, seek revenge, or play practical jokes rather than warn of real devices.

Threatening Call Procedures

- Remain calm.
- Keep the caller on the line as long as possible to learn as much as you can. Have a coworker call 911 or LUPD at (434) 592-3911 while you continue to speak with the caller.
- If you can, activate caller ID and note whatever the telephone displays.
- Make a detailed, written record of the

call. Refer to the Bomb Threat Checklist for further information.

- Notify your supervisor.
- If the threat was left on voicemail, do not erase it.

DO NOT activate the building alarm system to evacuate.

Threatening Email/Written Threat Procedures

- Immediately call 911 or LUPD at (434) 592-3911.
- Do not delete the email or destroy the written threat.
- Do not activate the building alarm system to evacuate.
- Forward the email as directed by law enforcement.
- The threat should never be ignored. Once a threat is recognized, unnecessary handling should be avoided to preserve evidence for law enforcement investigation.

In the event of a campus bomb threat, check your university email and follow instructions provided by university leadership.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information with the checklist provided.

If a bomb threat is received by phone:

- 1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. When the call is terminated, use a different phone and **immediately contact** 911 or LUPD at (434) 592-3911 with information and await instructions.
- 2. Listen carefully. Be polite and show interest.
- 3. Try to keep the caller talking to learn more information.
- 4. If possible, write a note to a colleague to call the authorities while you are still on the line with the caller.
- 5. If your phone has a display, copy the number and/or letters on the window display.
- 6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.

If a bomb threat is received by handwritten note:

- Call 911 or LUPD at (434) 592-3911.
- Handle the note as minimally as possible.

If a bomb threat is received by email:

- Call 911 or LUPD at (434) 592-3911.
- Do not delete the message.

Signs of a suspicious package:

- No return address
 - Excessive postage
 - Stains
 - Strange odor
 - Strange sounds
 - Unexpected delivery
 - Poorly handwritten
- Misspelled words
 - Incorrect titles
 - Foreign postage
 - Restrictive notes

DO NOT:

- Use two-way radios or a cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Bomb Threat Checklist:

Date:

Time:

Time Caller Hung Up:

Phone Number Where Call Received:

Ask Caller:

• Where is the bomb located? (Building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb?

Yes

No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located? (Background and level of noise)

• Estimated age:

• Is the voice familiar? If so, who does it sound like?

• Other points:

Caller's Voice

☐ Accent

☐ Angry

☐ Calm

☐ Clearing throat

☐ Coughing

☐ Cracking

☐ Crying

☐ Deep

☐ Deep breathing

☐ Disguised

☐ Distinct

☐ Excited

☐ Female

☐ Laughter

☐ Lisp

☐ Loud

☐ Male

☐ Nasal

☐ Normal

☐ Ragged

☐ Rapid

☐ Raspy

☐ Slow

☐ Slurred

☐ Soft

☐ Stutter

Background Sounds

☐ Animal noises

☐ House noises

☐ Kitchen noises

☐ Street noises

☐ Booth

☐ PA system

☐ Conversation

☐ Music

☐ Motor

☐ Clear

☐ Static

☐ Office machinery

☐ Factory machinery

☐ Local

☐ Long distance

Threat Language

☐ Incoherent

☐ Message read

☐ Taped

☐ Irrational

☐ Profane

☐ Well-spoken

Other Information



3. Concerning Behavior

If you witness a person acting in an odd or unusual manner or if a person or situation makes you feel uneasy, trust your instincts and report it.

Suspicious Person or Situation Procedures

- Remain calm.
- **Do not** physically confront the person.
- **Do not** let anyone into a locked building or office.
- **Do not** block the person’s access to an exit.
- Call 911 or LUPD at (434) 592-3911. Provide as much information as possible about the person and their direction of travel. In your description of the person, include their age, race, clothing, height, weight, sex, hair and eye color, weapons, direction of travel, and any other descriptors you noticed.

If a suspicious person is standing at your car or near a parking spot, just keep walking. When it appears to be safe, return to your vehicle and look around and inside your vehicle before getting in.

Suspicious Vehicle Indicators

- Missing or forged license plates
- Covered or taped windows
- Any vehicle that appears overloaded or has any substance leaking from it
- Any vehicle containing drums, barrels, or other bulk containers
- Any vehicle parked illegally, parked at an unusual location, or appearing to be abandoned

Suspicious Vehicle Response Procedures

If you see a vehicle that appears to be suspicious, immediately call 911 or

LUPD at (434) 592-3911. Give the dispatcher the following information:

- The exact location of the vehicle in question
- A description of the vehicle, including license plate, vehicle color, vehicle make and model, and any other distinguishing features
- Your full name and the telephone number from which you are calling, in case you are disconnected

Do not hang up as additional information may be needed. Follow directions provided by emergency personnel.

Suspicious Letter or Package Indicators

- Excessive postage
- Misspellings of common words
- Excessive weight
- Rigid envelope
- Foreign mail, airmail, or special delivery
- Handwritten or poorly typed address
- Restrictive markings, such as “confidential,” “personal,” etc.
- Excessive securing, namely material such as masking tape, string, etc.
- Incorrect titles or titles without names present
- Oily stains or discoloration
- Visual distractions
- Lopsided or uneven
- No return address
- Protruding wires or tinfoil

Suspicious Package Response Procedures

- Remain calm.
- From a safe location, notify law enforcement immediately by calling/ dialing 911 or LUPD at (434) 592-3911.

- Move people away from the package and limit access to the area.
- Do not move or open the package.
- Do not investigate too closely.
- Do not cover, insulate, or place the package into a cabinet or drawer.
- Clear the area and report to the building’s Emergency Assembly Area (EAA).

Pranks and Hoaxes

The university and law enforcement authorities take postal threats very seriously. Pranks or hoaxes involving false threats of biological agents or terror disrupt lives and the university’s sense of normalcy, create serious safety concerns, and tax valuable university and community resources. They create illegitimate alarm in a time of legitimate concern. Any individual found responsible for such acts will be subject to university disciplinary action, up to and including dismissal from the university, as well as prosecution under State and Federal law.

4. Explosion

Explosion Procedures

- Remain calm.
- Get out of the building as quickly and calmly as possible.
- Call 911 or LUPD at (434) 592-3911.
- If items are falling off bookshelves or from the ceiling, get under a sturdy table or desk.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- Do not use elevators. Use handrails in stairwells and stay to the right.
- Assist others in exiting the building and move to the building Emergency Assembly Area (EAA).
- If you are outside, you should stay

- outside. Move quickly to the building EAA.
- Wait for and follow instructions from emergency personnel. Keep streets and walkways clear for emergency vehicles and crews.
 - If you are trapped in debris, tap on a pipe or wall so rescuers can hear where you are.
 - Persons without proper training should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.
 - Seek updated information and further instructions:

-  By downloading the ChampionSafe Mobile App
-  By calling LUPD at (434) 592-7641
-  By watching or listening to local media outlets

5. Cybersecurity

Breached Account

What Is It?

- An account is breached or compromised when an attacker gains access to someone else’s account or system without permission. Information from a data breach, stolen credentials, or great guessing can lead to a compromised account. Once in, the attacker can cause a lot of damage to the university.

How To Stop It?

- **Change Passwords Immediately:** Update passwords for the compromised account and any other accounts using similar credentials. Be sure to update the new password on any devices linked to the account.
- **Enable Multi-Factor Authentication (MFA):** If not already enabled, activate MFA to add an extra layer of security.
- **Report the Incident:** Report the compromised account to the IT Help Desk for further investigation and to ensure that no additional security measures are needed.

How To Recover?

- **Enable Multi-Factor Authentication (MFA):** Add an extra layer of security by requiring additional verification steps when logging in to your accounts. Application-based MFA, such as Microsoft Authenticator, is encouraged.
- **Use Unique Passwords:** Create unique passwords for different accounts and avoid reusing them. If remembering multiple, complex passwords is difficult, utilize a password manager.
- **Monitor Account Activity:** Regularly check your account’s activity for any unauthorized changes or access.

Insider Threats

What Is It?

- Threats do not always come from the outside. Any individual can cause harm to an organization whether intentionally or not. This can be a malicious activity like deleting, destroying, or stealing important documents, benign as holding the door for a stranger, or unintentional as accidentally not following an organization’s policy.

How To Stop It?

- **Share Responsibly:** Limit access to sensitive information.
- **Report Suspicious Activity:** If you see activity that violates the university’s policy, report it to your supervisor or leadership as soon as possible.
- **Promote Security Awareness:** Encourage participation in security awareness training. This provides security best practices and highlights the importance of safeguarding data.

How To Recover?

- **Report the Incident:** Report any suspicious or unauthorized activity to your supervisor or leadership immediately. Provide any relevant details or evidence of the threat.
- **Cooperate With Investigation:** Work with your supervisors or leadership during their investigation to understand the scope of the threat and any corrective actions required.

Malware

What Is It?

- Malware is a broad term that can be thought of as “bad software.” Malware are programs that you do not want on your devices as they are designed to cause various degrees of harm, such as stealing data, locking you out of your device, or spying on you.

How To Stop It?

- **Use Anti-Malware Software:** Install and regularly update reputable anti-malware software. All Liberty University managed computers have anti-malware preinstalled.

- **Avoid Suspicious Links:** Refrain from clicking on links or downloading attachments from unknown or untrusted sources.
- **Keep Systems Updated:** Ensure your operating system and software are always up-to-date with the latest security patches.

How To Recover?

- **Disconnect from the Network:** If you suspect your device has been compromised by malware, immediately disconnect your device from the internet to prevent further spread or your data being stolen.
- **Report the Incident:** Contact the IT Help Desk to assess the situation and take further action if necessary. They may need to take additional investigative steps.

Phishing

What Is It?

- Phishing attacks are emails designed to trick victims for malicious purposes. This could be for stealing information, asking you to do something on the attacker’s behalf, sending malware, etc.

How To Stop It?

- **Verify Sources:** Always double-check the sender’s email address and look for signs of phishing (e.g., misspellings, suspicious links, generic greeting). If you are unsure, contact the sender via a different method than replying to the sent email.
- **Educate Yourself and Others:** Stay informed about common phishing tactics and participate in regular cybersecurity training.
- **Report Suspicious Emails:** Immediately report any suspicious emails to the IT Security department by

using the “Report Message” button in Outlook and selecting “Phishing” from the dropdown menu.

How To Recover?

- **Immediately Report the Incident:** If you provided information to a phishing attack, notify the IT Security department by submitting a “Report an IT Security Issue” ticket, or contact the IT HelpDesk. Also, report the phishing email using the “Report Message” button in Outlook and select “Phishing” from the dropdown menu.
- **Change Your Passwords:** Update your passwords for any affected accounts, especially if you entered credentials or personal information. Be sure to update your password on devices connected to the account.
- **Monitor Accounts:** Keep an eye on your accounts for any suspicious activity or unauthorized changes.

Social Engineering

What Is It?

- This psychological tactic seeks to manipulate an individual into acting. This can happen online or in person. An attacker may impersonate another individual in the university or act as a stranger looking for assistance. Social engineering attacks can come in any shape and size, so a degree of caution and wisdom should always be exercised.

How To Stop It?

- **Report the Incident:** Report any suspicious interactions to your supervisor or leadership immediately. Provide any relevant details so that the risk may be determined. Provide details about the interaction, any information shared, and any actions taken. Then, notify the IT Help Desk about the social engineering attempt.

- **Verify and Secure Accounts:** If you provided sensitive information or performed actions because of the social engineering attempt, review and secure your accounts immediately. Change passwords and enable MFA if applicable.
- **Educate Yourself:** Review training materials on social engineering to better recognize and handle similar attempts in the future.

How To Recover?

- **Verify Identities:** Always verify the identity of individuals requesting sensitive information or actions, especially through unexpected channels.
- **Be Skeptical:** Question unusual requests and be cautious about sharing information or granting access, even with known contacts.
- **Educate Yourself:** Keep yourself up to date with the latest ways attackers are deceiving others and organizations.

Unsecure Devices

What Is It?

- An unsecure device — a laptop, cell phone, or any network-connected device — is like keeping your door unlocked. Attackers look for weaknesses in a device to be a foothold into the network. Keep your device up-to-date to make it much more difficult to compromise.

How To Stop It?

- **Secure Your Device:** Immediately secure your device by enabling any security features, such as password protection and encryption.
- **Update and Patch:** Ensure that your device’s operating system and software are updated to address known security vulnerabilities.

- **Report to IT:** Inform the IT Help Desk about the unsecure device so they can provide guidance on securing it and ensuring it complies with institutional policies.

How To Recover?

- **Use Strong Passwords:** Set complex passwords — letters, numbers, and special characters — or passphrase and change them regularly for all devices.
- **Enable Encryption:** Utilize encryption to protect data on laptops and mobile devices.
- **Keep Devices Updated:** Regularly install security updates and patches for all devices.
- **Prevent Unattended Access:** Lock your screen when away from your device for a short period of time. When away from your device for more than a few minutes, store the device securely.

IT Helpdesk:

- ☎ (866) 447-2869
- ✉ itsecurity@liberty.edu
- 🌐 Liberty.edu/ITSecurity
- 📘 facebook.com/LUHelpDesk
- ✂ x.com/LibertyHelpDesk
- 📷 instagram.com/lutechnology

6. Fire

Fire/Fire Alarm Response Procedures

- **Never ignore a fire alarm!** Your first reaction should be to alert the people around you. Immediately evacuate, and if safe to do so or time allows, bring readily accessible personal items with you.
 - 🔥 Act immediately but remain calm.
 - 🔥 Stay low in case of smoke or fumes.

-  Do not attempt to extinguish a fire unless you are trained to do so.
- Use the back of your hand to feel the doorknob or another spot higher on the door. If it feels hot, fire may be on the other side of the door, so keep it closed. Stuff clothing, towels, etc., (preferably wet) in the door’s cracks to keep smoke out.
 -  Even if the door is cool, open it slowly. Stand low and to one side of the door in case smoke or fumes seep around it.
 -  If heat and smoke come in, slam the door tightly, stuff clothing, towels, etc. (preferably wet) in the door’s cracks to keep smoke out, and use an alternate exit.
- If the hallway is clear of smoke, walk in a calm manner to the nearest fire exit and evacuate the building.
 -  Use the stairs. Never use elevators.
 -  Stay low to avoid smoke, fumes, and gases that may have entered.
 -  Close doors as you leave to confine fire as much as possible. Do not lock doors.
 -  If the alarm is not already sounding, pull the fire alarm on your way out.
 -  Move quickly to the building Emergency Assembly Area (EAA).
- If trapped in a room:
 -  Retreat and close as many doors as possible between you and the fire.
 -  Stuff clothing, towels, etc., (preferably wet) in the door’s cracks to keep smoke out.
 -  Open the window a few inches for fresh air and, if possible, hang a brightly colored cloth or bed sheet out the window to alert the fire department to your location.
- If caught in smoke:
 -  Drop to your hands and knees and crawl

- or crouch low, watching the base of the wall as you go.
- If forced to advance through flames:
 -  Hold your breath and move quickly, covering your head and hair. Keep head down and close your eyes as often as possible.
- If clothing catches fire:
 -  Stop where you are and drop to the ground.
 -  Cover your mouth and face with your hands to protect them from the flames.
 -  Roll over and over to smother the fire.
 -  Remember: STOP, DROP, AND ROLL.
- If you encounter a small fire (wastebasket-size or smaller):
 -  Under certain conditions, small fires can be extinguished before there is a full evacuation. The fire must be truly small and controllable, and you need both the correct fire extinguisher and knowledge of how to use it. Never enter a smoke-filled room. In any case, constantly evaluate and be ready to evacuate if the fire cannot be easily controlled. Under all circumstances:
 -  Alert people in the area.
 -  Activate the fire alarm.
 -  Maintain an accessible exit.
 -  Avoid smoke and fumes.
 -  Smother the fire or use the correct fire extinguisher.

7. Hazardous Materials

Minor spills of hazardous chemicals that pose little or no threat to the safety and health of personnel can be cleaned by competent departmental personnel by following the warning and caution signs on the container’s label or manufacturer’s safety data sheet (SDS). A hazardous material emergency exists when

cleanup of a spill of a hazardous material is beyond the level of knowledge, training, or ability of the staff in the immediate spill area or the spill creates a situation that is immediately dangerous to the life and health of persons in the spill area or facility.

Hazardous spills on campus that are beyond your capability to control or clean up or that present a fire, safety, or health risk are to be reported by calling 911 or LUPD at (434) 592-3911.

Hazardous Materials Spill Response Procedures

- Alert people in the immediate area of the spill and evacuate the room.
- Confine the hazard by closing doors and windows as you leave the room.
- If possible, shut down heating, ventilation, and air conditioning (HVAC) systems.
- Use eyewash or safety showers as needed to rinse spilled chemicals off persons.
- Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the building. If a volatile, flammable material is spilled, immediately warn everyone and control sources of ignition.
- Notify LUPD of the name of the hazardous material, the location of the spill, size of the spill, number of injured persons (if any), and any environmental concerns, such as location of storm drains or streams, by calling 911 or (434) 592-3911. You will need to provide your name and a telephone number and be prepared to spell the name(s) of the hazardous materials involved. Always call from a safe location.
- Report all spills to your supervisor,

LUPD, or Environmental Health & Safety (EHS). Procedures for laboratory personnel to handle chemical, biological, or radiological spills are provided in laboratory-specific documentation. Trained laboratory personnel are authorized by Environmental Health & Safety (EHS) to determine appropriate emergency response measures for their areas.

Environmental Health & Safety (EHS)

-  (434) 582-3389
-  LUSafety@liberty.edu
-  Liberty.edu/EHS

8. Hurricane

Hurricane, Tropical Storm, and Nor’easter Response Procedures

- Remain calm.
- Monitor local weather conditions with an AM/FM or NOAA All-Hazards Weather Radio, the official Weather.gov website, and/or cellphone apps. Heed warnings and follow instructions accordingly.
- Follow the instructions of university leadership and local/state emergency management personnel regarding evacuation.
- Follow the instructions of university leadership regarding continuity of university operations.
- If evacuating, shut down computers and electrical equipment. Secure workspaces and outdoor items, if applicable.
- Review/update equipment inventories in case of loss or damage during the storm.

- Review/update personnel contact lists.
- For locations subject to flooding, elevate and/or cover items with plastic sheeting to mitigate damage. As appropriate, relocate vehicles to higher ground.
- Back up data as appropriate.
- Review departmental continuity plans and develop an appropriate strategy to either continue critical operations during the event and/or resume normal operations after the storm has passed.
- Review personal and family preparedness and evacuation plans and secure sufficient provisions to sustain family members for at least three days (preferably up to seven days).
- **Do not** call 911 or LUPD at (434) 592-3911. unless you are reporting a life-threatening situation.
- Seek updated information and further instructions:
 -  By downloading the Champion Safe Mobile App
 -  By calling LUPD at (434) 592-7641
 -  By watching or listening to local media outlets

9. Medical

Medical Emergency Response Procedures

- The initial minutes after an injury or medical crisis frequently are the most important. If you remain calm, you will be better able to share critical information with emergency responders.
- Immediately call 911 or LUPD at (434) 592-3911 and tell the dispatcher

about the person who needs attention. Do not hang up until the dispatcher instructs you to do so and provide them with the following information:

-  Gender
-  Approximate age
-  Nature of injury or illness
-  Pertinent medical history, if known
-  Precise location
- Do not move an injured person unless there is immediate danger of further harm until emergency medical personnel arrive.
- Keep the person warm, if needed.
- If possible, designate someone to direct emergency responders to the victim.
- If trained, take prompt, appropriate action by providing basic first aid until emergency medical personnel arrive and take over care of the victim.
 -  Appropriate action can mean anything from waiting near the injured person to applying direct pressure to a wound, performing CPR, or splinting an injury.
 -  Never perform a medical procedure if you are not sure how to do it.

10. Utility Failure

Utility failures can be caused by a wide variety of events. If you are involved in an emergency that triggers a utility failure, review the instructions for the emergency you are dealing with for more specific guidelines. These can be found in the Emergency Action Plan (EAP) for your building.

Power Outage Procedures

- Remain calm.
- If it is an emergency, call 911 or LUPD at (434) 592-3911.
- Stay where you are unless there is an imminent threat to your safety (e.g., a fire). Since most power outages are relatively brief, it may be best to remain in place rather than attempt to evacuate the building.
- In many buildings, only the alarm systems and emergency lighting are connected to a backup generator. These systems may experience a brief interruption — up to 30 seconds — as power is switched to an emergency generator or when power to the building is restored.
- If you are in an unlit area, proceed with caution to an area that has emergency lighting. The backlighting on your cell phone or a flashlight app may help you navigate.
- Elevators will not function during a power outage. If you are trapped in an elevator, stay calm. Press the emergency call button inside the elevator or call 911 or LUPD at (434) 592-3911. When speaking with the dispatcher, identify the building, elevator number, location in the building, and floor where the car stopped.
- Protect electrical equipment and appliances.
- To avoid damage from any surge when the power is restored, turn off and unplug nonessential electrical devices, especially voltage-sensitive equipment like computers.

- Keep the doors to refrigerators and freezers closed as much as possible to help them stay cold.

11. Weather

Liberty University has a system of sirens located throughout campus that will send out audible tones and plain speech notifications in the event of bad weather. They are controlled in a central location within the EMCE dispatch center.

Severe Thunderstorm/Lightning Response Procedures

- Remain calm.
- Monitor local weather conditions with an AM/FM or NOAA All-Hazards Weather Radio, the official Weather.gov website, and/or cellphone apps. Heed warnings and follow instructions accordingly.
- Recognize the signs of an oncoming thunder and lightning storm: towering clouds with a cauliflower shape, dark skies, and distant rumbles of thunder or flashes of lightning. If you can hear thunder, you are within lightning strike distance. Do not wait for lightning to strike nearby before taking cover. Lightning can strike as far as 10 miles from the area where it is raining, which is about the distance you can hear thunder.
- Lightning is extremely dangerous. At the first rumble of thunder, go to a large building or fully enclosed vehicle and wait 30 minutes after the last rumble of thunder before you go back outside. Remember: When thunder roars, go indoors!

- Shelter-in-Place: During a severe thunderstorm warning, report to the designated Internal Assembly Area (IAA) or seek indoor shelter in an interior room or hallway away from windows and doors.
- Avoid windows, corridors with windows, or large free-standing expanses (such as auditoriums and cafeterias). Do not use elevators during a severe thunderstorm warning!
- If you are caught outside with no shelter, lie flat in a ditch or depression and cover your head.
- Watch for flying debris.
- **Do not** call 911 or LUPD at (434) 592-3911 unless you are reporting a life-threatening situation.
- Seek updated information and further instructions:
 - 📱 By downloading the Champion Safe Mobile App
 - 📞 By calling LUPD at (434) 592-7641
 - 📺 By watching or listening to local media outlets

Tornado Warning Response Procedures

- Remain calm.
- Monitor local weather conditions with an AM/FM or NOAA All-Hazards Weather Radio, the official Weather.gov website, and/or cellphone apps. Heed warnings and follow instructions accordingly.
- If you receive an alert or otherwise hear about a tornado in your area, do

not wait until you see it to take cover. Instructions to shelter-in-place will be issued through the alerts system along with specific precautions to take during the emergency.

- Shelter-in-Place: During a tornado warning, report to the designated Internal Assembly Area (IAA) or seek indoor shelter in the lowest level possible and in an interior room or hallway away from windows and doors.
- Crouch near the floor or under heavy, well-supported objects. Cover your head.
- Avoid windows, corridors with windows, or large free-standing expanses (such as auditoriums and cafeterias). Do not use elevators during a tornado warning!
- If you are caught outside with no shelter, lie flat in a ditch or depression, and cover your head.
- Watch for flying debris.
- **Do not** call 911 or LUPD at (434) 592-3911 unless you are reporting a life-threatening situation.
- Seek updated information and further instructions:
 - 📱 By downloading the Champion Safe Mobile App
 - 📞 By calling LUPD at (434) 592-7641
 - 📺 By watching or listening to local media outlets

Winter Storm/Extreme Cold Response Procedures

- Monitor local weather conditions with an AM/FM or NOAA All-Hazards Weather Radio, the official Weather.gov website, and/or cellphone apps. Heed warnings and follow instructions accordingly.
 - Stay indoors during the storm or cold weather.
 - If you must be outside, dress in layers.
 - Walk carefully on snowy and/or icy walkways.
 - Avoid overexertion when shoveling snow.
 - Keep dry. Change wet clothing frequently to prevent a loss of body heat.
- Drive only if it is absolutely necessary. If you must drive, travel during the day, don't travel alone, keep others informed of your schedule, stay on main roads, and avoid shortcuts.
 - Monitor persons for frostbite or hypothermia. If signs/symptoms of either are present (i.e., loss of feeling or white/pale appearance in extremities, uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, apparent exhaustion), seek medical attention right away.



ADDITIONAL RESOURCES

1. Crime Prevention

Personal Safety Tips

- *Use common sense:* If something doesn't look or feel right, it probably isn't.
- *Always be aware of your surroundings:* Continually look and listen to what's going on around you.
- *Show that you're confident:* Walk with a sense of purpose, keep your head up, and make eye contact.
- *React to potential problems before they can develop:* Don't wait for an uncertain or uncomfortable situation to go wrong. Leave, call police, or take other protective actions.
- *Educate yourself:* Take time to review personal safety information from an accurate and trustworthy source or consider a self-defense class.
- *Never leave property unattended:* The majority of crime on campus involves the theft of unattended or unsecured property. You can't be a victim if you don't create the opportunity.
- *Always lock everything:* Lock your property in a secure area and lock your door, your car, your bicycle, and anything else you have.

- *Never leave anything visible inside your vehicle:* If somebody walking by your car can see property inside, they may break the lock or a window and take it.
- *Record serial numbers:* Keep a record of serial numbers, models, brand names, and a description of all valuables in case they are ever lost or stolen.
- *Report, report, report:* All thefts and suspicious activity should be reported to police, security, and/or campus safety officials. The problem is unknown unless you report it!

2. Security & Public Safety

Liberty University Police Department

Liberty University Police Department (LUPD) is a full-service law enforcement agency staffed by professional, highly trained personnel 24 hours a day, 7 days a week. LUPD consists of police officers, armed security officers, and civilian staff members who are trained in Basic First Aid, CPR, and AED services. The department works to protect the university community and will work with the Lynchburg Police Department, other law enforcement agencies, and first responders to ensure campus safety.

Emergency Management & Community Engagement Office

The Emergency Management & Community Engagement Office (EMCE) takes an all-hazards approach to continuously prepare Liberty for any emergency by facilitating a culture of emergency preparedness within the Liberty community to respond to threats, hazards, and emergencies that can arise. They also develop innovative educational training on safety and preparedness. The office is located at 4550 Mayflower Drive, Lynchburg, Va. 24501 and can be reached at LUEM@liberty.edu or (434) 592-7674.

Environmental Health & Safety Office

The Environmental Health & Safety Office (EHS) aims to ensure all living, working, and learning environments are safe. EHS staff plan, implement, and coordinate the loss control program to reduce or eliminate occupational injuries/illnesses and financial losses for the university. They also oversee compliance as the liaison for local, state, and federal agencies and ensure that policies and regulations are followed. The office is located at 4550 Mayflower Drive, Lynchburg, Va. 24501 and can be reached at LUSafety@liberty.edu or (434) 582-3389.

Access Control

The Access Control Office manages badge and facilities access for faculty and staff. Employees may request badge or key access, update the lock/unlock schedule for doors or facilities, request access for a large number of employees, or request that a new access level be created. The office is located at 4550 Mayflower Drive, Lynchburg, Va. 24501 and can be reached at (434) 592-3749. Email AccessControl@liberty.edu for badge/reader issues and key/hardware issues.

3. "See Something, Say Something"

Liberty University has partnered with the "See Something, Say Something" campaign to raise awareness on our campus regarding suspicious activity. If you see something that doesn't seem quite right, say something by contacting 911 or LUPD at (434) 592-3911. By being alert and reporting suspicious activity, you can help protect our community.

4. Personal Preparedness

Be Informed:

Knowing what to do before, during, and after an emergency is a critical part of being prepared. Understand some of the hazards that Central Virginia is vulnerable to by researching:

- Extreme Weather
- Floods
- Hazardous Materials
- Pandemics
- Radiological Events
- Terrorism
- Utility Failures

Some of the basic protective actions are similar for multiple hazards. Now is the best time to learn more about the effects of these hazards and how you should respond.

Make a Plan:

Develop a family emergency plan. Use Ready.gov to outline how you will get to a safe place, contact one another, and get together — and what you will do in different situations.

Build a Kit:

Build a kit with these essential disaster items to ensure your basic needs are met during the first 48-72 hours after a disaster:

- Water — one gallon per person per day for at least three to seven days
- Nonperishable food — at least a three-to-seven-day supply
- Flashlight with extra batteries
- Emergency radio — battery-powered or hand crank
- First aid kit — including medication and prescription drugs for at least two weeks
- Fire extinguisher
- Whistle
- Sanitizer — moist towelette or liquid
- Multi-tool/Tool kit
- Tarp or plastic sheeting and duct tape
- Plastic garbage bags
- Important documents in a weatherproof container
- Cash
- Special items for infants, children, elderly persons, individuals with functional needs, and pets

Get Involved:

Get involved before a disaster strikes! Here are a few ways you can help make the community more resilient to disasters:

- Volunteer to support disaster efforts.
- Be part of the community planning process.
- Donate cash or goods that may help meet the community's need in times of disaster.

Being ready for a disaster starts with you. Take these basic steps, and when a disaster strikes, be a survivor, not a victim.

Workplace Violence Procedures

- LU prohibits workplace violence. Specifically, the university will respond promptly to violence, threats of violence, harassment, intimidation, or disruptive behavior of a threatening nature towards people or property. Individuals who violate this policy may be removed from university property and are subject to disciplinary and/or personnel action up to, and including, termination and/or criminal prosecution.
- Workplace violence is defined as any actual or threatening behavior of a violent nature, as understood by a reasonable person, exhibited by faculty, staff, student employees, or others.
- Examples of workplace violence include, but are not limited to:
 - 👊 *Intentional physical contact for the purpose of causing harm (such as slapping, punching, striking, shoving, or otherwise physically attacking a person)*
 - 👊 *Menacing or threatening behavior (such as throwing objects, waving fists, damaging property, stalking, or otherwise acting in an aggressive manner; or using oral or written statements specifically intended to frighten, coerce, or cause distress) where such behavior would be interpreted by a reasonable person as being evidence of intent to cause physical harm to individuals or property*
- If you have any questions, please reach out to Human Resources at (434) 592-7330 or HR@liberty.edu.

General Reporting Responsibilities

- Any member of the university community who has been subject to workplace violence or who has witnessed workplace violence must promptly notify the Director of Employee Relations. As appropriate, LUPD must also be notified.

Reporting Concerning Behavior

- Employees are encouraged to report any concerning behavior to the university's CARE Team. It is imperative that all university employees take this responsibility seriously.

CARE Team

- 📍 Liberty.edu/CARE
- ✉ CARE@liberty.edu
- 📞 (434) 592-5638

Reporting Imminent or Actual Violence

- Any person experiencing or witnessing imminent or actual violence involving weapons or potential injuries should call 911 or LUPD at (434) 592-3911.

Reporting Acts of Violence Not Involving Weapons or Injuries to Persons

- Any person who is the subject of, or witness to, a suspected violation of this policy should report the incident to his or her supervisor or, in lieu thereof, to Human Resources.

IMPORTANT CONTACT INFORMATION

Life-threatening emergency on any campus	(434) 592-3911	
LU Police Department (Emergency)	(434) 592-3911	
LU Police Department (Nonemergency)	(434) 592-7641	LUPD@liberty.edu
LU Police Department (Front Desk)	(434) 592-3637	
LU Access Control	(434) 592-3749	AccessControlOffice@liberty.edu
LU Emergency Management & Community Engagement	(434) 592-7674	LUEM@liberty.edu
LU Environmental Health & Safety	(434) 582-3389	LUSafety@liberty.edu
LU Facilities Management	(434) 592-3500	
LU Human Resources	(434) 592-7330	HR@liberty.edu
LU IT HelpDesk Support	(434) 592-7800	
LU Office of Disability Accommodation Support (ODAS)	(434) 592-4016	ODAS@liberty.edu
LU Counseling Services	(434) 582-2651	StudentCounselingServices@liberty.edu
LU Student Health & Wellness	(434) 592-7770	
LU Switchboard	(434) 582-2000	
LU Transit Services	(434) 592-3640	Transit@liberty.edu
Lynchburg EMS (Nonemergency)	(434) 847-1602	
Lynchburg Fire Department	(434) 455-6340	
Lynchburg General Hospital (Switchboard)	(434) 200-3000	
Lynchburg Police Department	(434) 455-6050	
Virginia State Police, Division 3	(800) 552-0962	



LU Emergency Management & Community Engagement (EMCE)

☎ (434) 592-7674 | ✉ LUEM@liberty.edu