

EXECUTIVE SUMMARY -- CRISIS PROCEDURE MANUAL

I.- A **crisis** is any emergency, terrorist action, bomb threat, chemical incident, or other stressful event which may adversely affect NorthWest Arkansas Community College, its students, faculty, staff, and/or visitors to the campus.

It is the goal of this Crisis Procedures plan to provide a controlled, supportive environment for the institution and its representatives which allows resolution of the crisis incident as quickly and effectively as possible with minimal impact on students, employees, visitors, and/or the College.

The **Core Crisis Team** is charged with primary responsibility for responding to, dealing with, and following up after the resolution of the crisis.

**** NOTE:** **Initial** calls to **report** a crisis should be made to the College Police at 619-4229 or to 9-1-1, **NOT** to members of the Core Crisis Team.

II.- The **Core Crisis Team** is composed of the following NWACC personnel:

- President: Dr. Bob Burns – 619-4190
- Vice-President for Student Services: Dr. Jane Guyton – 619-4132
- Vice-President of Learning: Dr. Karen Hodges – 619-4144
- Dean of Fiscal Affairs: Mr. Steve Pelphrey – 619-4302
- Dean of Workforce Development: Ms. Mary Ann Shope – 936-3174
- College Media Relations Officer: Mr. Jim Hall – 619-4182
- Director of the Physical Plant Department: Mr. Bill Downing – 986-6963
- Director of the College Police Department: Mr. Bill Stauffacher – 619-4397
- Facilitator of East Classroom Center: Mr. David Bowman – 986-6927

III.- Outside Agencies for Assistance.

Emergency Medical Services.9-1-1
Fire9-1-1
Bomb Squad.....9-1-1
Hazardous Materials9-1-1
Municipal Police9-1-1

IV.- Bomb Threats.

- STAY CALM
- Get as much information from the caller as possible
- IMMEDIATELY notify the College Police Dept. 619-4229.

NOTE: THE ABOVE IS AN EXECUTIVE SUMMARY. THE COMPLETE CRISIS PROCEDURES MANUAL WITH ADDITIONAL INFORMATION AND PROCEDURES FOR OTHER EMERGENCIES IS AVAILABLE AT THE FOLLOWING ADDRESS:

www.nwacc.net/publications/crisis_procedure_manual.pdf