

NWACC Emergency Notification Systems

Emergency Notification Systems at NorthWest Arkansas Community College are designed to get relevant information to College students, employees and visitors at any affected NWACC location as soon as possible when an emergency incident occurs. This information is designed to assist College students, employees and visitors to react to the incident properly and minimize harm to them. The following systems exist at NWACC and the appropriate system shall be used, depending on the incident and its location.

- a. Building Evacuation Alarms
- b. Emergency Text Message System
- c. Wireless Emergency Notification System
- d. Voice Commands, Whistles, Horns
- e. Emails to Employees
- f. Messages on NWACC Homepage and My NWACC Connection
- g. Notifications of Media

OTHER SECURITY ISSUES

A. Unauthorized weapon(s) on campus.

No person shall possess a weapon on NWACC property with the exception of law enforcement personnel. Please report any violation of the prohibition against weapons to the Public Safety Department at 619-4229.

B. Communicating False Alarms.

Any instances of individual(s) communicating a false alarm either by telephone, in person, or by mechanical means such as a fire pull-station should be reported as promptly as possible to the Public Safety Department at 619-4229.

C. Other security and/or safety issues.

Any security and/or safety issues, concerns, questions, or other contacts should be referred as promptly as possible to the Public Safety Department at 619-4229.



NWACC
Learning For Living

DESKTOP EMERGENCY PROCEDURES HANDBOOK FOR ADULT EDUCATION CENTER

**PUBLIC SAFETY DEPARTMENT
479-619-4229
RISK MANAGEMENT DEPARTMENT
479-619-4127
July, 2009**

ACCIDENT/INJURY OR ILLNESS

- **For any injury or illness, the first response is to CALL 911.** NWACC does not have health personnel available. Do not call the nursing or health professions office. Call 911. After you call 911 notify the Public Safety Officer on duty at the Adult Education Center or call the Public Safety Office at 619-4229.
- For very minor cuts, bruises, etc. for which only first aid is needed, 911 may not need to be called. Help the person find a first aid kit nearby. Notify the Public Safety Officer on duty at the Adult Education Center or call Public Safety at 619-4229 for assistance.
- If 9-1-1- is called, keep victim(s) calm, as comfortable as possible, and protected until arrival of qualified emergency personnel.
- If requested, complete an incident report for the Public Safety Department

WEATHER CANCELLATIONS

- A. The President of the College or her designee is responsible to make the decision to cancel or delay classes or other college activities due to inclement weather. Notices of cancellation or delay of classes and/or other activities will be released through the appropriate NWACC personnel to local television and radio stations for broadcast and provided to employees and students.
- B. Cancellations of daytime classes are normally announced by no later than 5:30 A.M. of the day classes are being cancelled. Cancellations of evening classes are normally announced by no later than 2:30 P.M. on the day evening classes are cancelled.
- C. Cancellation of daytime classes at NWACC's Regional Technology Center in Fayetteville will coincide with cancellation of classes by Fayetteville Public School district.

Weather Information Numbers:

- Students: 479-619-4377
- Staff/Faculty: 479-619-4343

EMERGENCY BUILDING EVACUATION PROCEDURE

- A. If a building fire alarm sounds or instructions to evacuate the building are given, immediately evacuate.
- B. **EVACUATE IN A CALM AND ORDERLY MANNER. DO NOT PANIC.** Panic will only compound problems and result in serious injury and/or loss of life.
- C. If there are fire doors, they will close when the alarm sounds, however **THEY DO NOT LOCK.** Simply open the doors to exit the area.
- D. After exiting the building, gather in the safe assembly area away from the involved building beyond building parking lots. **DO NOT** block roadways or gather in parking lots.
- E. Instructors should assist students to leave the classrooms or labs safely. Keep the classroom or lab doors open for fire officials.
- F. Emergency Response Coordinators will assist building occupants to evacuate buildings and assemble in safe assembly areas.

NOTICE

NO ONE IS PERMITTED TO RE-ENTER ANY EVACUATED FACILITY UNTIL SUCH RE-ENTRY IS FORMALLY AUTHORIZED BY THE APPROPRIATE SAFETY PERSON OR OFFICIAL.

BECAUSE OF SAFETY ISSUES, STAFF AND FACULTY ARE NOT AUTHORIZED TO BEGIN THE BUILDING RE-ENTRY PROCESS WITHOUT OFFICIAL AUTHORIZATION, WHICH WILL BE DONE BY COLLEGE OFFICIALS ON-SITE AT THE ADULT EDUCATION CENTER.

BOMB THREAT

- A. When a bomb threat is received the person receiving the call should attempt to obtain the following minimum information if at all possible.
- Location of the bomb.
 - Threat message content.
 - What type of bomb is it?
 - When will it go off?
 - When was it put in place?
 - Any other details.
 - Name, location and phone number of person receiving the call.

RECORD THE TIME OF THE CALL

- B. **IMMEDIATELY upon** termination of the threat call, notify the Public Safety officer on duty at the Adult Education Center or call the Public Safety Department at 619-4229 and provide your name, location, and the information obtained from the call.
- C. The Public Safety Department will contact the appropriate emergency services and coordinate response measures with them.
- D. Should evacuation of the effected Adult Education Center facility be necessary due to a bomb threat, the Public Safety Department and the College Administration will communicate the order to evacuate the building. **IF THE BUILDING IS EVACUATED, FOLLOW PROCEDURES FOUND ON PAGE 6.**

SEVERE WEATHER SHELTER IN PLACE

The sounding of the public warning sirens or verbal warning announcements at the Adult Education Center constitutes the official and immediate notice to move to a place of shelter. No additional confirmation is required. Go to the nearest severe weather shelter area immediately.

- A. The College will provide supplemental notification using various methods of communication. Adult Education has a severe weather alert radio.
- B. Established safe areas are marked by building signs indicating “Severe Weather Shelter” area, which are rooms without windows. Persons should get under tables to avoid flying glass. Faculty and staff are expected to know the locations of such areas close to their offices and classrooms, and to coordinate the movement of students from class to shelter.
- C. Persons leaving the building rather than taking shelter do so at their own risk.
- D. Adult Education personnel present should also make every effort to that people do not gather in locations with large glass areas or where falling structures might cause personal harm.

NATURAL GAS LEAK

In the event of a natural gas leak,

1. Activate the fire alarm.
2. Notify the Public Safety Officer on duty at the Adult Education Center or the Public Safety Department at 619-4229.
3. Evacuate the building **following procedures found on page 6.**

FIRE/EXPLOSION

Any person discovering a fire or explosion in the Adult Education Center should **IMMEDIATELY**

- Notify the Public Safety Department at 619-4229.
- Notify NWACC personnel in charge of the building and evacuate the building. Follow evacuation procedures given on **page 6** in this brochure. Assist any injured or disabled person, and move to safe assembly areas away from the building.
- Notify the Public Safety Officer on duty at the Adult Education Center or the Public Safety Department at 619-4229.

CAMPUS VIOLENCE (ACTIVE SHOOTER)

Notification of Campus Violence Incident:

- Several means may be used – Verbal directions, megaphones, Text Messaging System, emails, telephones.
- Follow the directions contained in these messages.

If you are in a building when such an event occurs, you should:

- Evacuate the building as quickly as possible if directed to do so.
- Seek shelter, lock and barricade doors, turn off lights, move away from doors and windows.
- Close blinds, block windows, turn off radios and silence cell phones.
- Keep calm, quiet and out of sight. Take protection behind desks, filing cabinets, etc.

Contacting Authorities:

- First call emergency number 911.
- Second notify the Public Safety Officer at the Adult Education Center or call the Public Safety Office at 619-4229.
- Email public safety at dps@nwacc.edu .
- Police and the 9-1-1 system may be overwhelmed, so program the NWACC public safety number 619-4229 into your cell phone or consider using email if possible.

What to Report:

- Your location, building name, office or room number.
- The number of people at your location, number and type of injuries if any.
- The number and location of assailants and identity (if known), race and gender, clothing, description, physical features, weapons, backpack, etc.

Unsecuring an Area:

- Wait for instructions from college authorities or law enforcement before you unsecure any area.
- Consider all risks before you unsecure an area.
- Remember an assailant will not stop until engaged by an outside force.
- Keep the area secure if in doubt about the safety of occupants.

What to Expect from NWACC Public Safety:

- Objective is to immediately engage assailants.
- Evacuation of victims
- Investigation of incident