

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.

IN THE CASE OF ANY EMERGENCY REQUIRING BUILDING EVACUATION OR PERSONNEL MOVING TO A PLACE OF SAFETY, NORMAL ACTIVITIES WILL NOT BE RESUMED UNTIL AND UNLESS THE "ALL CLEAR" HAS BEEN GIVEN BY AUTHORIZED COLLEGE OFFICIAL. (College President or designee, Cabinet Member or Director of Public Safety).



NWACC

Learning For Living

DESKTOP EMERGENCY PROCEDURES HANDBOOK

FOR

BURNS HALL SHEWMAKER CENTER STUDENT CENTER BUILDING

**PUBLIC SAFETY DEPARTMENT
479-619-4229**

**RISK MANAGEMENT DEPARTMENT
479-619-4127
April, 2008**

ACCIDENT/INJURY OR ILLNESS

- **For any injury or illness, the first response is to CALL 911.** NWACC does not have health personnel on campus. Do not call the nursing or health professions office. Call 911. After you call 911 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 or call Public Safety at 619-4229 for assistance.
- Keep victim(s) calm, as comfortable as possible, and protected until arrival of qualified emergency personnel.
- If requested, complete a written record for the Public Safety Department.
- For Sudden Cardiac Arrest cases, An Automatic External Defibrillator (AED) is located outside Burns Hall room 1020, near the Public Safety office. All public safety personnel know how to use the AED.

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.
- 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.
- 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, 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. **DO NOT USE THE ELEVATOR.** Emergency Evacuation Coordinators should assist chair bound or otherwise disabled persons to the stairways where they will remain until emergency personnel arrive.
- D. Fire doors will close when the alarm sounds, however **THEY DO NOT LOCK.** Simply open the doors to exit the area.
- E. 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.
- F. Instructors should assist students to leave the classrooms or labs safely. Keep the classroom or lab doors open for fire officials.

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, GENERAL STAFF OR FACULTY ARE NOT AUTHORIZED TO BEGIN THE BUILDING REENTRY PROCESS.

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 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 facility be necessary due to a bomb threat, the Public Safety Department and the College Administration will initiate such evacuation using the fire alarm system, power horns, or direct personal contact. **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 constitutes the official and immediate notice to move to a place of shelter. No additional confirmation is required. Go to the nearest place of shelter immediately.

- A. The College will provide supplemental notification using other methods of communication.
- B. Established safe areas are marked by signs indicating “Severe Weather Shelter” area. 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. NWACC personnel present should also make every effort to insure that people do not gather in locations with large glass areas or where falling structures might cause personal harm.
- E. In the event of a severe weather warning, Public Safety Department or Physical Plant personnel will disable the elevator to prevent its use.

NATURAL GAS LEAK

In the event of a natural gas leak,

- A. Activate the fire alarm.
- B. Notify the Public Safety Department at 619-4229.
- C. Evacuate the building **following procedures found on page 6.**

FIRE/EXPLOSION

A. Burns Hall, Student Center or Shewmaker Center.

Any person discovering a fire or explosion in Burns Hall, the Student Center or Shewmaker Center should **IMMEDIATELY**:

- Activate the nearest fire alarm pull-station. The alarm will automatically be communicated to the Bentonville and Rogers fire departments.
- Evacuate the building. Follow evacuation procedures given on page 6 in this brochure. Assist any injured or disabled persons, and move to a safe assembly areas well away from the building(s).
- Notify the Public Safety Department at 619-4229.

B. All other NWACC facilities:

Any person discovering a fire or explosion in any other NWACC facility should **IMMEDIATELY**:

- Call 9-1-1. The local fire departments will respond.
- Evacuate the facility. Assist any injured or disabled persons, and move to a safe assembly area well away from the building(s).
- Notify the Public Safety Department at 619-4229.

CAMPUS VIOLENCE (ACTIVE SHOOTER)

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

- Seek shelter, lock and barricade doors, turn off lights, do not stand by doors or 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 call college public safety, 619-4229 or on 4229 on campus.
- Email public safety at dps@nwacc.edu .
- Police and the 911 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 Police:

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