

**NorthWest Arkansas Community College  
Emergency Response and Evacuation  
Plan**

**Regional Technology Center**

*September, 2007*

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# INTRODUCTION

## **PURPOSE**

During certain emergency conditions, it may be necessary to respond to emergencies of various types, contact the proper authorities and possibly evacuate a building. Examples of such occasions include: minor injuries, major health emergencies, bus accidents, vandalism, fires, gas leaks, bomb threat or chemical spill. Pre-planning and rehearsal are effective ways to ensure that building occupants and those in charge respond to these situations properly and, if necessary, recognize the evacuation alarm and know proper evacuation procedures. Practicing a response to various emergencies and a possible evacuation during non-emergency drills provides training that will be valuable in an emergency situation and provides an opportunity to evaluate and continuously improve current procedures.

## **EMERGENCY RESPONSE**

Students are visitors at the Regional Technology Center (RTC) and may not know what procedures to follow during an emergency. The building staff and instructors are responsible for providing pertinent information both at the beginning of the semester and at the time of an emergency or evacuation to ensure that students respond properly and if necessary evacuate the building in a safe manner. If building evacuation is necessary, students and their instructors must stay together as a group at the designated assembly areas until the Building Evacuation Director or other designated College official gives the all clear for building reentry. We should try to account for every person that was in the building in case of an evacuation.

## **BUILDING EVACUATION PROCEDURES**

Office occupants, the Building Evacuation Director and Building Evacuation Coordinators should be aware of evacuation routes to the safe assembly areas outside the RTC Buildings. Maps of these routes are posted in each room. Evacuation Directors and Coordinators need to know how to report an emergency. Before Directors and Coordinators leave the building, they must check on other personnel in their immediate area to assure they have evacuated. They should leave all classroom and office doors open as they leave the building. Items requiring security may be quickly placed in desks or cabinets, but evacuation of the building in an orderly manner as quickly as possible is the goal. Ultimately, each occupant is responsible for his own safety.

## **EVACUATION GOAL**

The ultimate goal of any building evacuation is to evacuate the building **SAFELY** and quickly.

## **REGIONAL TECHNOLOGY CENTER**

### **EMERGENCY TELEPHONE NUMBERS**

#### **Emergency Responders**

<b>Emergency/Fire/Medical</b>	<b>911</b>
<b>Police (Non-Emergency)</b>	<b>587-3555 (dispatch)</b>
<b>Fire (Non-Emergency)</b>	<b>442-6131</b>
<b>Red Cross</b>	<b>442-4291</b>
<b>Sheriff</b>	<b>444-1850</b>
<b>Arkansas State Police</b>	<b>751-6663</b>
<b>Highway Patrol</b>	<b>756-5832</b>

#### **Hospitals**

<b>Washington Regional Medical Center</b>	<b>442-1000</b>
<b>Northwest Medical Center</b>	<b>751-5711</b>

## **NWACC CAMPUS PUBLIC SAFETY OFFICE**

**(24 Hour Telephone Number)**

**4229 from any Bentonville campus**

**479- 619-4229 from any outside phone**

**NWACC ADMINISTRATIVE CONTACT INFORMATION**  
**For use as needed**

<b>Person</b>	<b>Title</b>	<b>Office Location Bldg/ Rm</b>	<b>Office Phone</b>	<b>Pager/ Cell</b>	<b>Home Phone</b>
<b>Richard Nelson</b>	<b>Director of Public Safety</b>	<b>MAF</b>	<b>619-4397</b>	<b>381-1158</b>	<b>876-7215</b>
<b>Becky Paneitz</b>	<b>President</b>	<b>BH 3005</b>	<b>619-4190</b>	<b>619-8174</b>	<b>986-9757</b>
<b>Bob Kitterman</b>	<b>Director of Physical Plant</b>	<b>MAF</b>	<b>619-2259</b>	<b>619-6097</b>	<b>451-1363</b>
<b>Jim Lay</b>	<b>Executive Director of Facilities</b>	<b>BH3010</b>	<b>619-4130</b>	<b>619-7067</b>	<b>986-8803</b>
<b>Steve Pelphrey</b>	<b>Executive Director Risk Management/Compliance</b>	<b>BH 3006</b>	<b>619-4127</b>	<b>619-5185</b>	<b>936-7311</b>
<b>Jim Hall</b>	<b>Executive Director of Public Relations</b>	<b>BH 3007</b>	<b>619-4182</b>	<b>619-6743</b>	<b>273-3499</b>
<b>Brenda Green</b>	<b>Assoc. Dean of Enrollment Management</b>	<b>WCC</b>	<b>936-5132</b>	<b>879-7473</b>	<b>756-8348</b>
<b>Chip Ates</b>	<b>Executive Vice President of Learning</b>	<b>BH 3008</b>	<b>619-4144</b>	<b>972-757- 7135</b>	<b>972-757- 7135</b>
<b>Jean Anderson</b>	<b>Assistant to the President</b>	<b>BH 3005</b>	<b>619-4208</b>	<b>936-1309</b>	<b>855-4529</b>
<b>Steve Earney</b>	<b>Director of IT Services</b>	<b>BH1319</b>	<b>619-4123</b>	<b>659-4097</b>	<b>636-2031</b>
<b>Debi Buckley</b>	<b>Vice President for Admin. &amp; Finance</b>	<b>BH 1303</b>	<b>619-4313</b>		
<b>Diana Johnson</b>	<b>Associate Vice President for Learner Development/Learner Support</b>	<b>BH 2104</b>	<b>619-4136</b>	<b>200-2761</b>	<b>750-1438</b>
<b>Jill Wagar</b>	<b>Director of Development</b>	<b>BH 3015</b>	<b>619-4321</b>	<b>426-5246</b>	<b>855-9666</b>

<b>EMERGENCY RESPONSE DIRECTOR LISTING</b>
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**NWACC Building: Regional Technology Center**

<b>Name Primary/Alternate</b>	<b>Location Building/Floor</b>	<b>Office Phone/ Pager</b>	<b>Cell Phone</b>
<b>Day: Paul Rehberg</b>	<b>RTC</b>	<b>444-3058, Ext. 103</b>	<b>236-8684</b>
<b>Alternates: Emma Johnson</b>	<b>RTC</b>	<b>444-3058, Ext. 100</b>	<b>200-3323</b>
<b>Leslie Hardaway</b>	<b>RTC</b>	<b>444-3058, Ext. 109</b>	<b>841-8625</b>
<b>Evening: Public Safety Officer</b>	<b>RTC</b>	<b>444-3058 ext 112</b>	<b>381-3979</b>

<b>EMERGENCY RESPONSE PROCEDURES</b>
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**Regional Technology Center**

**MINOR INJURY OR ILLNESS, MEDICAL PROBLEM OR ACCIDENT**

1. Supply the injured student or person with first aid supplies if required (bandages, etc.) and attempt to assist them as needed. If in doubt of the extent of the injury/illness contact the RTC main office so they can decide to **call 911** if needed.
2. If injured person is a secondary student, obtain personal information from the RTC Office and call parent. If the injured person is an adult, call NWACC Learner Services, 619-4136 or 619-4133
3. Complete incident report ASAP.

## **SERIOUS INJURY OR ILLNESS, MEDICAL PROBLEM OR ACCIDENT**

1. Immediately notify the RTC Dean or designate and have them call 911 and report the following information:

**Facility Name**

**Building address or location**

**Type of injury**

**Any additional information requested by the operator**

2. Stay with the injured or ill person until emergency personnel arrive. Stabilize the person if trained to do so.
4. Assist emergency personnel if asked.
5. Get name of the injured or ill person.
6. If person is a high school student, RTC Dean or designate obtain personal information and call parents and notify the home school or others responsible for the student can be notified.
7. Regardless of the age of the injured person, notify the NWACC Public Safety Office who will report it to NWACC Administration.

## **BUS ACCIDENT**

1. Bus driver will secure the vehicle and follow FPS procedures for notifying RTC officials. FPS Procedures are: 1. Call police 2. Notify bus transportation 3. Get students names/addresses either from students or school
2. When RTC Dean's office is notified of bus accident, NWACC Public Safety Office will be notified at 479-619-4229. If accident is not serious Transportation will call to let Dean's office know of lateness of students
3. RTC Dean's office collects student information from the Dean's office on all students who were on the bus.
4. RTC Dean goes or appoints a staff member to go to the site of the accident and support the efforts there to identify students and assist in other ways. (If the accident is serious)
5. RTC Dean contacts or appoints a staff member to contact parent and home school to inform them of the accident.
6. RTC Dean informs NWACC media relations (Jim Hall) of the accident and situation and refers incoming media calls to NWACC media relations.
7. RTC Dean informs RTC staff.

## **DEATH OR HOMICIDE**

1. Instructor should notify the RTC Dean or designee immediately and have them call 911 immediately if there is a perpetrator. The Dean or designee will make an announcement over the intercom for a building lockdown.
2. If perpetrator is in the area, remain calm and try to avoid conflict until the police arrive. Students and faculty should be kept in locked rooms until the “all clear” announcement is given by the main office.
3. RTC Dean or designee should assist police in locating possible perpetrator
4. If there is no perpetrator, remove students from the area, isolate witnesses, and await police and administrators.
5. Provide privacy for the victim and await emergency personnel.
6. Return students to the classroom when advised.
7. Complete incident report ASAP.
8. RTC Dean should secure emergency information from the victim if possible and witnesses, notify College Public Safety Office and work with local law enforcement and emergency response personnel.
9. College officials will notify the parents or relatives of the victim through the College Public Relations office.

## **ILLICIT DRUG OVERDOSE**

1. Notify the RTC Dean or designee and call 911.
2. Keep student as stable as possible until emergency personnel arrive.
3. Identify witnesses and await RTC administrative personnel.
4. RTC Dean notifies NWACC Public Safety Office.
5. If high school student, notify home school.
6. If NWACC postsecondary student, notify Assoc VP of Learner Support Services.
7. Ask witnesses to help complete incident report.

## **ILLICIT DRUG SELLING OR USE**

1. Notify the RTC Dean’s office.
2. Main office personnel call 911.
3. Student is brought to main office to wait for police.
4. Have the police officer question the student regarding drugs.
5. If drugs are found on a College student, notify the student of College drug policy, and get student identification information.
6. If drugs are found in possession of a high school student police will notify parent.
7. If drugs are not found, ask police officer to make an assessment of student being under the influence of drugs or having sold drugs.
8. Report the incident to NWACC Public Safety Office and for NWACC postsecondary student report the incident to Assoc. VP for Learner Support Services.

## **SUBSTANCE ABUSE-ALCOHOL, TOBACCO, DRUGS**

1. Notify RTC Dean's office if witnessed or suspected use of alcohol or tobacco.
2. If high school student, bring to the student to the Dean's office, assemble witnesses, and question the student.
  - a. If alcohol, tobacco or drugs are found, notify the police, (police will notify parents) home school which is responsible to take appropriate disciplinary action.
  - b. Student should not be allowed to return to class.
3. If postsecondary student, bring the student to the Dean's office and question the student. If alcohol or drugs are found, notify police, inform the student that the RTC is an alcohol and drug free facility and use inside the facility or on the facility grounds is prohibited.
4. Obtain student information and report it to Assoc. VP for Learner Support Services, Diana Johnson.

## **UNSAFE OR THREATENING CONDITIONS FROM OUTSIDERS OR THREATS BY STUDENTS**

Any time a building occupant is threatened or feels unsafe or receives threatening information, he or she should take the following actions:

1. If the threat or unsafe condition **is not immediate**, notify the RTC Dean or designee who will call NWACC Public Safety at 479-619-4229 and request assistance. Also, the Dean may call Fayetteville Police non-emergency number, 587-3555.
2. If the threat or unsafe condition **is immediate**, call 911 and request assistance.
  - A. Notify the RTC Dean or designee and evacuate the Center or the building where the threat is contained.
  - B. There may be an announcement over the intercom of a building lockdown.
3. If the threat comes from a student, do not leave the student alone. Isolate the student from other students.
4. If the student is a high school student, obtain contact information and notify the appropriate school district office of the problem.
5. If the student is postsecondary, notify Exec. Vice President for Learning's office of the incident.
6. Notify NWACC Public Safety Office.

## **VIOLENT ACTIONS- PHYSICAL ASSAULT, FIGHTS, VERBAL ASSAULT**

1. Immediately notify the RTC Dean or designee of the incident. RTC personnel may respond if directed to do so.
2. Instructor or person witnessing this action should make verbal contact with the person and attempt to get the person to cease the behavior.
  - a. Try to protect others from harm if possible by clearing the area and isolating the incident.
  - b. Do not grab or touch a violent student unless they are causing harm to others or themselves.
  - c. Do not leave the student alone until they have calmed down.
3. Dean or designee should call 911 if the student refuses to cooperate and assistance is needed.
4. If high school student, notify the appropriate school district office of the incident.
5. If student in NWACC postsecondary student, report incident to Associate Vice President for Student Support Services.
6. Call and report the incident to NWACC Public Safety office.

## **ARMED STUDENT OR HOSTAGE**

1. Do not approach the student or attempt to confiscate the weapon.
2. Instructor or staff member should try to calm the student and get other students out of the room if possible. **Protection of life is the priority.**
3. Notify the Dean's office who should call 911.
4. Building should be evacuated to avoid involving other people.
5. Dean, instructor or staff employee should assist police as requested.
6. If high school student, notify the home school.
7. Notify NWACC Public Safety Office and if NWACC student notify Assoc. VP for Learner Support Services.

## **INTRUDERS**

1. Any suspicious person or intruder on campus should be reported to RTC Dean's office immediately.
2. Dean should approach the intruder and determine the nature of their presence on the premises. Do not take any unacceptable risk in doing so.
3. If the person does not have legitimate business at RTC, ask them to leave the premises.
4. If they refuse to leave, alert them that the police will be called.
5. If they continue to refuse, call 911.
6. If the situations warrants, have teachers/faculty gather students in classrooms and lock classroom doors, if possible, until the intruder is apprehended.
7. Call NWACC Public Safety and report the incident.

## **VANDALISM OR GRAFFITI**

1. Notify the Dean's office of vandalism.
2. Dean assesses the damage and calls Fayetteville Police Department at 587-3555 and the NWACC Public Safety Office and to report damage.
3. Dean notifies Fayetteville Public Schools.
4. Dean takes pictures of the damage and assesses the nature and type of damage, any distinguishing marks, etc. and completes an incident report.

## **MISSING STUDENT**

1. Report to the RTC Dean's office any high school student who is missing.
2. Obtain student information from the office.
3. Search the RTC campus for the student.
4. Notify the Fayetteville Police Department and the NWACC Public Service Office of the incident
5. If high school student, call the student's home school and report the incident.
6. When the police arrive at the RTC assist them.

## **SHELTER IN PLACE**

**Sheltering in place is the use of any classroom or office for the purpose of providing temporary shelter from a hazardous material release.**

1. RTC Dean receives information and instructions from city or other emergency management personnel to shelter in place rather than evacuate the facilities due to nearby hazardous material release.
2. RTC activates the school shelter in place announcement.
3. All RTC students and personnel go inside the building and all windows and doors to the building are closed.
4. RTC Dean contacts Fayetteville Public Schools and requests that maintenance immediately shut off all heating, cooling and ventilation systems to the entire campus.
5. Notify the NWACC Public Service Office and the Fayetteville Police Department.
6. Be in contact with the police and other first responders for continuous information and instructions until the incident is under control.
7. Do not allow anyone to go outside the facility until the "all clear" is given.

## **BOMB THREAT**

1. When a bomb threat is received, the person receiving the call should write down the following information if at all possible:
  - A. Time the threat was received
  - B. Location of the suspected bomb
  - C. Type of bomb
  - D. Time it is supposed to explode
  - E. When it was put in place
  - F. Any other details like voice, sounds, noises on the phone.
2. Call 911 and report the bomb threat.
3. **Evacuate the building** and assist others to evacuate. Assemble in the safe assembly areas beyond the parking lots outside the buildings. **Do not congregate in the parking lots.** DO NOT use cell phones or two way radios (this could set off bomb)
4. Once outside the building, contact NWACC public safety at 479-619-4229 and Fayetteville Police Department to report the incident.
5. NWACC Public Safety will notify other NWACC officials.

## **FIRE, EXPLOSION OR GAS LEAK**

1. Call 911 and report the fire, explosion or gas leak and **evacuate the building** following building evacuation procedures.
2. Assist any injured or disabled person(s) if possible.
3. Congregate in the designated safe assembly area beyond the Regional Technology Center parking lots. **Do not congregate at the parking lots.**
4. Report the evacuation to NWACC Public Safety at 479-619-4229 and Fayetteville Police once you are outside the building.
5. The Emergency Response Director/Coordinator should advise students/employees not to attempt to use their vehicles as this may hinder the arrival of emergency vehicles or personnel.
6. Only re-enter the building only when given the all-clear signal by the Emergency Response Director, Coordinator, or Public Safety Department personnel.

## **SEVERE WEATHER – Dangerous Winds / Tornados**

1. In the event of a severe weather warning involving dangerous winds and/or tornados, the sounding of public warning sirens, building sirens or verbal warnings is the official notice to move to a place of shelter. This warning may or may not be preceded by a severe weather alert.
2. When a severe weather warning is issued all building occupants should go to a place of shelter inside the building. **DO NOT EVACUATE THE BUILDING AS THIS MAY INCREASE EXPOSURE TO INJURY.**
3. Places of shelter are located away from windows and under tables or desks inside the building. Various rooms are designated as shelter places and location maps are posted in rooms.
4. The RTC Dean or employees should notify NWACC Public Safety at 479-619-4229 in the event of severe weather warning but take cover first and make safety a priority.

## **WEATHER CANCELLATIONS**

1. The RTC will follow the decisions made by the Fayetteville Public School District regarding cancellation of classes due to weather.
2. Notice of the cancellation of classes and/or activities at the RTC prior to the start of day or evening classes or during normal operating hours will be released via the media once the decision is made by the Fayetteville Public School System.
3. If classes are canceled during the day at RTC due to weather, the RTC Dean will notify the NWACC Public Safety Office.

<p style="text-align: center;"><b>EMERGENCY RESPONSE DIRECTOR NWACC SAFETY OFFICE OR DAVE BOWMAN RESPONSIBILITIES</b></p>
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1. Be familiar with emergency procedures for fires, severe weather, medical emergencies, chemical/hazardous material spills, bomb threats and any emergency.
2. Respond to all emergencies according to procedures in this document and coordinate response actions of building personnel.
3. Serve as a **liaison** with emergency responders (e.g., fire department, Campus Public Safety, ambulance, Risk Management, Physical Plant) if they have been called.
4. Meet responders upon their arrival and convey specific **information about hazards** in the building, access, locations of persons with special needs, etc.



should be documented and submitted to the Dean of Risk Management. The Dean of Risk Management will conduct annual training sessions for Building Emergency Response Coordinators and Director.

5. Be aware of **building occupants with special needs** who may need assistance during evacuation (e.g., hearing- or sight- impaired, on crutches, in a wheelchair) and work with Building Evacuation Director.
6. **Sound the building evacuation alarm** if needed and/or call **911**, according to the procedures in the document.
7. Assist in the building **evacuation process**.

<b>BUILDING OCCUPANT EMERGENCY RESPONSE RESPONSIBILITIES</b>
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1. You are responsible for your own safety! **Stay calm** – avoid panic and confusion.
2. Know how to report an emergency to RTC personnel in your building.
3. If the building evacuation alarm sounds, make sure **other personnel** in your immediate area are aware of the alarm.
4. Evacuate the area and building in an orderly manner. **DO NOT CLOSE** any doors as you leave. Items requiring security may be quickly placed in a locking file cabinet or desk drawer on the way out. Turn off unnecessary equipment if possible but evacuate the building quickly.
5. Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and **evacuate** the building. **Do not panic – Think clearly and decisively.**
6. Go to your assigned **SAFE ASSEMBLY AREAS** outside the building and wait there. Do not leave area unless you are told to do so. Safe assembly areas for each building are listed below.

Regional Technology Center:

A. Student Parking Lot and Ramey Jr. High area

- **These are the approved official designated safe assembly areas.**

- **DO NOT STOP UNTIL YOU REACH THESE LOCATIONS.**
  - **Stopping could impede the movement of emergency equipment and their setting up of equipment.**
7. **Do not re-enter** the building until you have been notified to do so by Building Emergency Response Coordinator or Director who will be notified by emergency responders on the scene. Fire personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter! Stay outside until an announcement is made over the intercom to re-enter the building.
  8. Do not attempt to drive or remove your vehicle at any time during evacuation or during an emergency response. This act could impede the response and positioning of emergency personnel, vehicles, and equipment. Please wait for official instructions before attempting to move vehicles.

## **EMERGENCY EVACUATION DRILL POLICY**

1. Emergency Evacuation drills should be conducted at least once each semester at unexpected times and under varying conditions to simulate the unusual conditions that occur in the case of an emergency. Various means of exit could be made temporarily unavailable in order to familiarize occupants with secondary routes of evacuation.
2. Drills will be scheduled by Building Emergency Response Director and Executive Director of Risk Management/Compliance.
3. Drills should involve **all** occupants. Everyone should leave the building when the fire alarm sounds. Exemptions are strongly discouraged. It may be advisable to notify wheelchair occupants prior to planned fire drills.
4. In conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Building Emergency Response Director and Building Coordinators are expected to perform their assigned duties as if in an actual emergency situation.
5. Provisions should be made for timing and evaluating the orderliness of each drill. Risk Manager should be in attendance at each drill to document and evaluate drill.

### **NOTES**

