

NorthWest Arkansas Community College

Emergency Response Plan

Annex E
To NWACC Disaster Recovery/Business Continuity
Program

October 2009

Table of Contents

Section I Purpose.....	2
Section II Concept of Operations.....	2
Section III Organization & Assignment of Responsibilities...4	
Section IV Emergency Response Team.....8	
Section V Building Emergency Response Directors and Coordinators Responsibilities.....9	
Section VI Building Occupant Emergency Responsibilities..14	
Section VII Response Procedures for Specific Emergencies	
Accident, Injury and Illness	15
Emergency Evacuation.....	16
Campus Violence.....	17
Bomb Threat.....	18
Tornado Warning.....	18
Natural Gas Leak.....	19
Fire/Explosion.....	19
Weather Cancellations.....	19
Section VIII Drill Policies.....	20

Section I Purpose

During certain emergency conditions, it may be necessary to respond to emergencies of various types and possibly evacuate a building or shelter-in-place in that building. Examples of such occasions include: minor injuries, major health emergencies, fires, gas leak, bomb threat, chemical spill, severe weather or campus violence. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the various emergency notification systems and how to respond. Practicing an evacuation or sheltering-in-place during a non-emergency drill provides training that will be valuable in an emergency situation and provides an opportunity to evaluate and continuously improve our procedures.

The following information is meant to apply to all buildings and facilities under the control of NorthWest Arkansas Community College. Specific versions of this plan have been written for individual buildings in order to list specific emergency response personnel for those buildings and emphasize particular emergency response needs at these locations.

Section II Concept of Operations

NorthWest Arkansas Community College has the capabilities to respond to minor emergencies on its campuses like severe weather, fires, hazardous waste issues, and acts of violence within a limited scope. It is likely the college would require the assistance of outside agencies if the emergency persisted for some time or if significant damage to structures, injuries to people or loss of life occurred.

Therefore, it is the assumption that NWACC personnel, including college public safety personnel, emergency response coordinators and other college personnel will act to get building occupants to a safe place and keep them there until outside authorities deem the emergency situation to be under control.

Priorities

Priority consideration will be given to the following activities when conducting emergency operations at NWACC campuses and centers:

1. Protecting Life

2. Providing for the immediate emergency needs of building occupants by getting them to a place of shelter away from the immediate threat of the emergency.
3. Protecting Property

Emergency Levels

Emergency response efforts contained in this document will take place regardless of the level of emergency. A level 1 emergency will likely be able to be handled by the Emergency Response Team and will not require the activation of the Disaster Recovery/Business Continuity Team.

For planning purposes, it is assumed that emergency conditions will vary with each incident and activation. As a guide, the following three levels of emergency and resulting emergency response, disaster recovery and business continuity activities are specified:

Level 1-Emergency incident is limited and normal NWACC emergency response services can handle response. While there is some damage and/or interruption, the conditions are localized and the activation of the Disaster Recovery/Business Continuity Plan is not needed. NWACC operates, by default, in standby mode under level 1, unless level 2 or 3 emergencies occurs or a level 1 emergency develops into level 2 or 3. .

Level 2- Emergency incident is severe and causes damage and/or interruption to NWACC operations. A partial or full activation of the NWACC Disaster Recovery/Business Continuity Plan is needed. NWACC may be the only affected entity. NWACC will request assistance from Benton County Emergency Management Office, City of Bentonville and other jurisdictions and/or State of Arkansas agencies.

Level 3- Disaster condition in which NWACC fully activates the Disaster Recovery/Business Continuity Plan in order to address immediate recovery issues. Emergency conditions are widespread and other entities may be affected. NWACC will request assistance from Benton County Emergency Management Office, City of Bentonville and other jurisdictions and/or State of Arkansas agencies.

The Table following also assists in classifying emergency levels and relates them to the impact on various groups.

These emergency levels are guidelines and are intended to assist in classifying the situation and providing the proper administrative response. The designated level may change as the emergency conditions change. The Disaster Recovery/Business Continuity Plan is generally activated under levels 2 and 3 emergencies. Section IV of this document provides a list of all personnel and positions assigned to specific duties in this Plan.

Table of Emergency Levels

Functional Groups	Level 1 Emergency	Level 2 Emergency	Level 3 Emergency
Campus or Center Activities	Minimal and Localized. Most NWACC Activities not impacted.	Significant. NWACC Activities in local Areas shutdown	Very significant. NWACC activities shut down for a Period of time.
Faculty, Staff and Students	Site-specific Localized impact. Injuries possible	Site-specific or general Impact with possible Disruptions and injuries	General impact with probable Disruptions. Injuries and possible fatalities are a Serious concern.
Media	None expected or Limited local coverage	Local and regional Coverage.	Local, regional and possible National coverage.
Public and Government	Limited	Potential exists for a Possible situation. Government may Investigate prevention, response and recovery efforts	Potential exists for a highly Visible situation and Government investigations Or hearings.
Disaster Recovery/ Business Continuity Program	No or limited Involvement. Emergency Response Program implementation only	Greater Involvement of Business Continuity Program	Complete Involvement. of Business Continuity Program
Emergency Response Plan	Activate	Activate	Activate

Section III Organization and Assignment of Responsibilities

A. The National Incident Management System (NIMS)

This plan is based on the assumption that first responders and government agencies working with NWACC will use the National Incident Management System (NIMS) in the operation of emergency response activities that impact NWACC. NIMS

employs an Incident Command System (ICS) as a standard, on-scene, all hazard incident management system and is used to establish a structure for emergency responders as they work through major events, fires, hazardous events of all types, natural disasters, acts of terrorism, biological outbreaks, criminal acts, demonstrations, etc.

The assumption is that emergency responders (fire, police, bomb squad, etc) will take immediate charge of the emergency incident itself, and that the College Emergency Response Plan will be activated to begin the process of disaster recovery and business continuity in conjunction with the emergency response efforts of first responders. It is assumed that NWACC's efforts will intensify once the first responders leave the scene as the College works toward the goal of getting College operations back to normal.

The Emergency Response Plan is under the administrative control of the President of the College (or designee) and under the operational direction of the NWACC Incident Commander, or as otherwise assigned by the President. See responsibilities section below.

The listing of College staff that may need to be contacted for emergencies and disasters is listed in the NWACC Emergency Notification list ([Annex A](#)). This list is updated monthly by Risk Management and maintained by the Public Safety and Risk Management Departments.

NIMS and ICS calls for an emergency organizational structure based on the particular incident that the College is dealing with and placing personnel in key positions depending on their expertise and the particular incident that has occurred or event that is being planned.

What must be remembered in planning for emergencies and their response is the way the college functions under normal operating circumstances is probably not going to be the way the college needs to function in case of emergencies or incidents or even during the initial recovery and later business continuity phase. In case of emergencies or incidents, personnel must be placed in charge who are familiar with and trained to respond appropriately and able to manage the college operations and response as a result of the emergency.

According to NIMS and ICS, there are common functions or activities to be performed by the affected organization regardless of the size or complexity of the incident and the ICS organizational structure is designed to develop in a top down, modular fashion based on the size and complexity of the incident. As incident complexity develops, the organization expands from the top down as functional responsibilities for its continued operation are delegated to more personnel.

Every incident or event requires that certain management functions be performed at the site where the incident occurred whether we are functioning as a result of a routine emergency, organizing for a major non-emergency event (like a running meet) or managing the college in response to a major disaster. The five major management

functions are shown below are referred to as the General Staff. The General Staff are assigned functional authority for Incident Command, Operations, Planning, Logistics and Finance/Administration as the incident warrants or for more complex incidents. The General Staff members report directly to the Incident Commander.

General Staff: Responsibilities

Incident Commander (IC): Has full authority during the Emergency. Sets the emergency response objectives, strategies, and priorities and has overall responsibility at the incident or event. On small incidents and events, one person, the Incident Commander, may accomplish all five management functions, keeping the college operational, interfacing with emergency responders, etc. In fact, the Incident Commander is the only position that is always staffed in ICS applications. However, large incidents or events may require that these functions be set up as separate Sections within the organization and delegated to others within the organization as shown below.

In addition to having the overall responsibility for managing the entire incident response for the college, the Incident Commander is specifically responsible for:

- Ensuring incident safety
- Providing information services to internal and external stakeholders
- Establishing and maintaining liaison with other agencies participating in the incident.

Also, if the incident develops in such a way that a different college employee should function as Incident Commander, then that responsibility can and should be transferred to the new person.

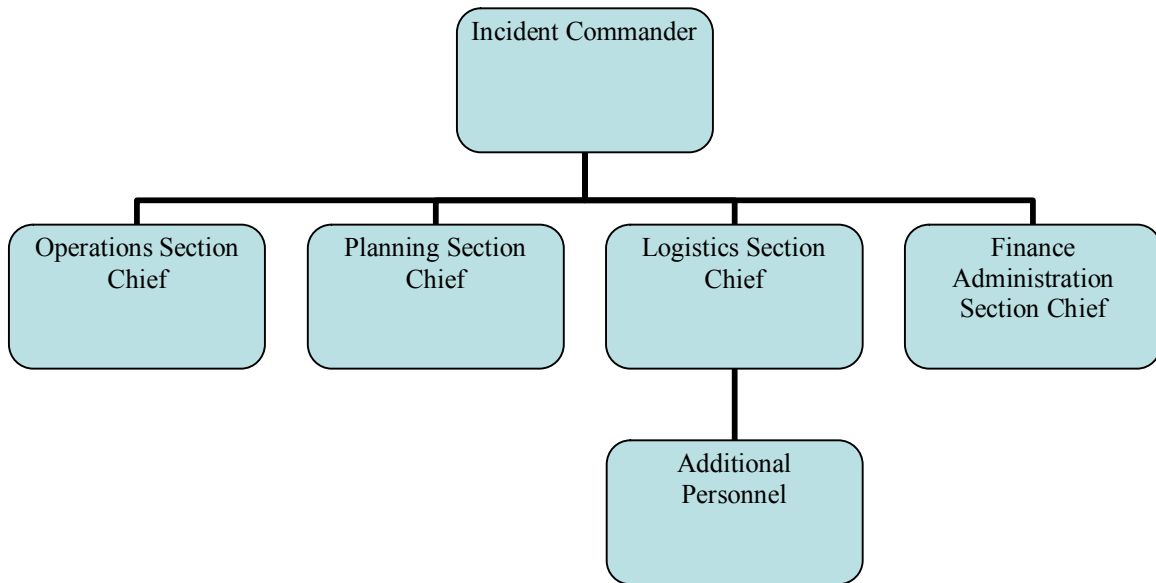
Operations Section Chief: Responsible for all activities focused on reduction of immediate hazards, saving lives and property, establishing situational control, and restoration of normal operations. Operations should have a working knowledge of all campuses and the academic areas within them. Develops the tactical objective and organization, and direct all tactical resources of the College.

Planning Section Chief: Responsible for collecting, evaluating and disseminating all incident situation information and intelligence to the IC and incident management personnel, prepares status reports, displays situation information, maintains status of resources assigned to the incident, and develops and documents the incident action plan based on guidance from the IC. There are usually sub-units of Resources Status, Situation Status, Incident Action Plan and documentation.

Logistics Section Chief: Responsible for procuring supplies, personnel and material support necessary to conduct the incident response. Typical areas include: personnel,

communications, food, supplies, facilities and transportation. Also coordinates the acquisition of needed supplies and materials.

Finance/Administration Section Chief: Responsible for cost accountability. Monitors and documents costs related to the incident, purchase authorizations, damage to property, equipment usage, vendor contracting, and develop FEMA documentation.



Other Key Personnel in the ICS Emergency Response Plan Model

Command Staff

Depending on the size and type of incident or event, it may be necessary for the Incident Commander to designate personnel to provide information, safety, liaison service, educational affairs information and documentation for the entity and the entire organization. This Command Staff consists of:

1. **Public Information Officer:** Responsible for interfacing with the public, media and/or other agencies with incident-related information requirements. Develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external stakeholders. PIO also performs a key public information monitoring role. Only one PIO should be designated, however assistant PIOs may be assigned to a particular location but the release of all incident-related formation must go through the PIO.

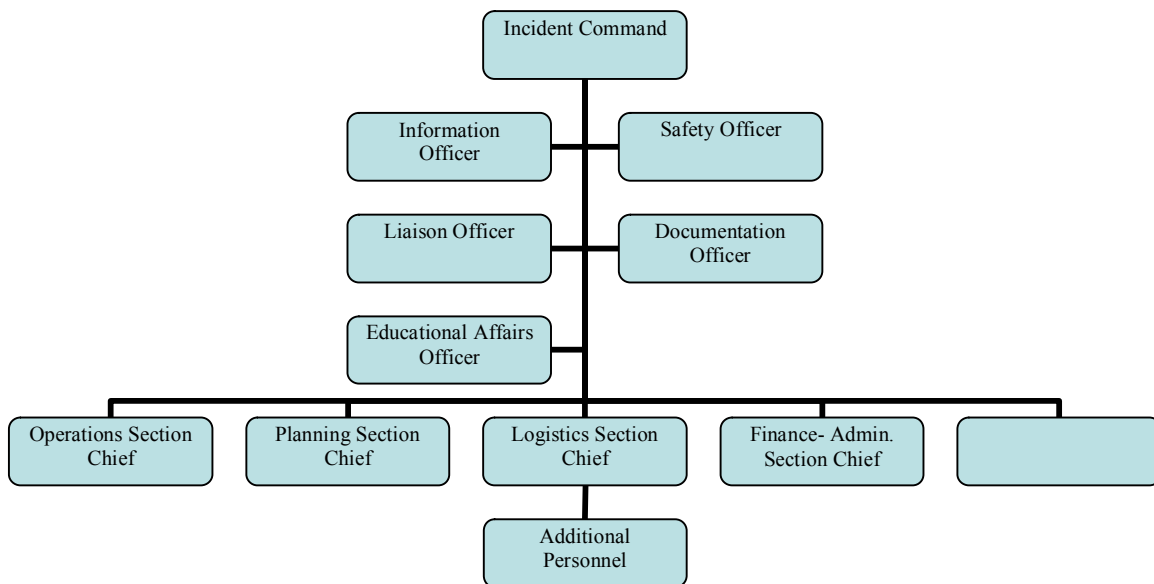
2. **Safety Officer:** Monitors and evaluates all operations for hazards and unsafe conditions and develops measures for assuring personnel safety during the emergency response.

3. Liaison Officer: Is the point of contact for representatives of other governmental agencies, non-governmental organizations and/or private entities.

4. Educational Affairs Officer: Coordinates the short/long term recovery of class and related activities concerning students. Provide updated information for students and staff through the PIO. Responsible for coordination of student volunteers when deemed appropriate by the IC.

5. Documentation Officer: Acts as an observer for the IC by keeping a chronology of events in the Command Post. Assists the IC as needed.

The Command Staff reports directly to the Incident Commander.



Section IV Emergency Response Team

In order to react to an emergency quickly with personnel trained to react to such situations, the following individuals will comprise the NWACC Emergency Response Team.

1. Chief of Police or alternate Asst. Chief of Police - Incident Commander
2. Physical Plant Director or Maintenance Supervisor – Operations Chief
3. Executive Director for Risk Management- Planning Chief
4. Director of Public Relations or Mktg. Director- PIO
5. Associate VP for IT or Network Manager – Logistics Chief
6. Emergency Building Directors and Coordinators

The responsibilities of the Emergency Response Team shall include:

1. Immediately take charge of the emergency at NWACC and activate emergency response plans and the incident command system to move building occupants to a place of safety and stabilize the emergency.
2. Assume responsibilities as assigned by the incident commander as outlined in the incident command system.
3. Communicate to appropriate NWACC Cabinet officer and President's office as necessary and advised the status of the emergency.
4. Provide liaison with local emergency responders and the commander in order to provide all information needed to help stabilize the emergency.
5. Anticipate the possible need to move to level 2 or 3 emergency status and advise the NWACC President or designee of this.
6. If necessary and when practical assemble in the NWACC Emergency Command Center.

Section V

Building Emergency Response Building Directors and Coordinators Responsibilities

General

- A. Be familiar with emergency procedures for fires, severe weather, medical emergencies, evacuation, weather shelter-in-place, campus violence response, chemical/hazardous material spills and bomb threats by reading the NWACC Desktop Emergency Procedures Handbook.
- B. Be familiar with assigned zone of responsibility. Know where all offices, labs, restrooms, exits, and weather shelters areas are located. Establish an efficient route that covers all of assigned zone to use in the event of an evacuation.
- C. Routinely **inspect** the zone for possible hazards of any type in your zone and report hazards to the Director of Physical Plant or the Exec. Director for Risk Management. .
- D. Ensure that new employees are **familiar** with evacuation, emergency procedures, and shelter-in-place procedures. Review procedures at least annually with employees in their area and with all new employees during a training session. For assistance contact the Exec. Director for Risk Management. The Exec. Director

for Risk Management will conduct annual training sessions for Building Emergency Response Zone Coordinators and Building Emergency Response Director

- E. Be aware of **building occupants in your zone with special needs** who may need assistance during an emergency (e.g., hearing- or sight- impaired, on crutches, in a wheelchair) and work with Building Emergency Response Director.
- F. **Call Public Safety at 619-4229** whenever a situation could pose immediate danger to people, property, or processes in the building.
- G. Assist in the **building evacuation, severe weather shelter-in-place, or response to campus violence procedures** as indicated in the Emergency Response Coordinator Evacuation Procedures.

Building Evacuation

- A. Pull the fire alarm and call 4229 whenever a fire/smoke, gas leak, bomb threat, chemical spill or similar occurrence could pose immediate danger to people, processes, or property in your building zone or elsewhere. If it is possible and can be done safely notify the Campus Public Safety office (4229) if you have information related to the emergency.

Be ready to provide:

Your Name

Location (Bldg. # _____, Floor # _____, Room # _____)

Type of Emergency

Any addition information requested by the Operator

- B. Once the evacuation alarm or WENS alarms sounds (horns/strobes, verbal instructions), report immediately to your assigned area inside Burns Hall, the Student Center Building or Shewmaker Building where your zone emergency box is located.
- C. Upon arriving at assigned area, retrieve from emergency box the following equipment:
 - a. One orange/ fluorescent vest
 - b. One whistle
 - c. One flashlight
 - d. One radio (first coordinator there takes the radio)

Turn the radio on immediately and select the assigned channel for your building.

- D. Alert all occupants in your zone. Check remote areas such as restrooms and store rooms as you make your way around your assigned zone. This check may be done by shouting “all area clear” and/or by blowing a whistle. Maintain orderly evacuation of occupants.
- E. Ensure that all **personnel with special needs** who may not be able to evacuate the building are alerted and that they are being assisted. Building Emergency Response Coordinators should assist these personnel to the nearest stairwell, which is a safe refuge. One or more coordinators should remain with these personnel in the safe refuge area until arrival of trained fire personnel. The zone coordinator with the special needs person should keep the radio so they can report the location of the individual who needs help in evacuation.
- F. Once coordinators determine their area is clear of occupants they should evacuate the building, report to the assigned safe assembly area, and wait for a call from the Emergency Response Director asking the status of the evacuation (eg., all occupants evacuated, location of persons with special needs still in the building, type and location of emergency).
- G. Do not allow any personnel to re-enter the building until you have been notified to do so by the ERD by radio or other means. Fire personnel often silence the alarm in order to communicate with each other. Silencing the alarm is **NOT** a signal for personnel to re-enter a building.

Weather Shelter-in-Place

- A. Emergency Response Coordinator shall be responsible for the same zones within their respective buildings in the case of severe weather shelter-in-place event as they are for a building evacuation event.
- B. Shelter-in-place weather emergencies shall normally be activated in relation to a **severe weather or tornado alert** and a **severe weather or tornado warning**. The NWACC’s public safety department has the responsibility to monitor severe weather in the area and when a **watch** and **warning** is issued for the vicinity of the college by weather authorities, public safety shall inform building occupants.
- C. In general, whether authorities designate an area for a **severe weather tornado watch** when conditions are possible for the formation of severe weather. A **severe weather warning** is designated when severe storms are in the area and there is the possibility of a tornado or strong straight line winds occurring.
- D. When NWACC’s public safety personnel are aware of a **severe weather watch**, they shall contact the Emergency Response Coordinators through the ERD and inform them of that fact. In response to the **watch**, the Emergency Response Coordinators shall prepare themselves for a possible escalation of severe weather and a tornado warning at any time by doing the following:

- a. Check their respective emergency response box and make sure it is easily accessible and the contents are available for immediate use.
 - b. Survey their areas of responsibility to make sure they know the locations of designated “severe weather shelter” areas where building occupants can be directed.
 - c. Turn their emergency **radio on** and set on the proper channel for their building.
 - i. Burns Hall- Channel 1 or 11
 - ii. Student Center- Channel 2 or 12
 - iii. Shewmaker Center- Channel 3 or 13
 - iv. Adult Education Center- Channel 4 or 14
 - v. Washington County Center- Channel 5 or 15
 - vi. Regional Technology Center- Channel 6 or 16
- E. If a **tornado warning** is received by public safety personnel, they shall immediately notify the ERDs and emergency response coordinators by radio and proceed to signal the tornado warning throughout the building, assisted by emergency response coordinators. .
- F. The signal for a **tornado warning** in the various buildings is:
- a. Burns Hall, Student Center and Shewmaker Buildings. Verbal and visual alarms announcing “This is a Tornado Warning. Please proceed to your designated shelter. Stay away from windows.”
 - b. Washington County Center, Adult Education Center, Regional Technology Center, College at the Crossings. Verbal announcements of a Tornado Warning.
- G. When the **severe weather or tornado warning** is given, emergency response coordinators shall get their vest, emergency radio, whistle and flashlight from their emergency response box and immediately proceed to every room in their area of responsibility and direct building occupants to the nearest severe weather shelter area. **All building occupants shall proceed to these shelter areas as quickly as possible without exception.**
- H. As the building occupants are directed to the severe weather shelter areas, the emergency response coordinator shall instruct them to take shelter in these areas on the floor if possible. Once all the rooms in a coordinator’s area are cleared, the coordinator shall go to a severe weather shelter area, take shelter there and prepare to report by radio to the building emergency response director. If a tornado is imminent, building occupants shall get under furniture in the shelter area and shield their heads and face from the possibility of flying debris

- I. When is it possible to do so, the building emergency response director shall communicate by radio to each coordinator in numerical sequence by building zone, confirming that all building occupants are in severe weather shelter areas. The “Procedures for Radio Communications” shall be followed by emergency response personnel in obtaining and communication information during a severe weather emergency.
- J. When public safety determines that the severe weather **tornado warning has expired** for the college area, that information shall be passed on to emergency response coordinators by radio or in person. At that time coordinators shall inform building occupants they may leave their severe weather shelter areas and return to normal activities, if possible. If buildings have been damaged, public safety and other college personnel shall assist building occupants to a place of safety.

Violence Incident

- A. In the event of a campus violence situation, NWACC public safety and/or law enforcement personnel will respond to and take charge of the event.
- B. Emergency Response Coordinators shall take shelter or evacuate the building as directed by NWACC public safety and/or law enforcement personnel.
- C. Coordinators may assist other building occupants to either take shelter or evacuate the building **SO LONG AS THIS DOES NOT PUT YOU IN A DANGEROUS SITUATION.**
- D. If it is possible for you to take the hand held radio in your building zone with you as you shelter in place or evacuate the building, do so. This may be helpful in communication. However, **DO NOT ENDANGER YOURSELF IN ATTEMPTING TO GET THIS RADIO.**
- E. Since you have been trained, use your training in a campus violence situation to help building occupants remain calm until the situation is passed.
- F. At the appropriate time, NWACC emergency response personnel may attempt to contact Emergency Response Coordinators for a status report.
- G. **Under no circumstances should ERC’s use their hand held radios unless they are called by a college official to report. To do so may endanger building occupants.**
- H. **Text messaging via a cell phone is the preferred mode of communication during a shelter in place situation related to campus violence event. Text Public Safety at 619-4229 or Steve Pelphrey at 936-1303.**
- I. Once occupants are outside the building and in a safe environment, the hand held radios may be used to communicate among ERC’s as called upon to report.

Section VI

Building Occupant Emergency Response Responsibilities

- A. You are responsible for your own safety! **Stay calm** – avoid panic and confusion.
- B. Know how to report an emergency to NWACC personnel in your building.
- C. If the building evacuation alarm sounds, make sure **other personnel** in your immediate area are aware of the alarm.
- D. 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.
- E. 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.**
- F. 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 in the particular plan for each NWACC facility.
 - a. **These are the approved official designated safe assembly areas.**
 - b. **DO NOT STOP UNTIL YOU REACH THESE LOCATIONS.**
 - c. **Stopping could impede the movement of emergency equipment and their setting up of equipment.**
- G. **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!
- H. 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 RESPONSE

Students, employees or visitors may not know what procedures to follow during an emergency and may be confused regarding what actions to take. The building staff and class instructors are responsible for providing pertinent information both at the beginning

of the semester and at the time of an emergency to ensure that students, employees and visitors respond properly. If building evacuation or sheltering in place is necessary, students and employees will be assisted by Emergency Response Coordinators to move to designated assembly areas until the Building Evacuation Director gives the all clear for building reentry or return to normal operations.

BUILDING EVACUATION

Office occupants, Building Evacuation Directors and Coordinators should be aware of evacuation routes. Building Evacuation Directors and Coordinators need to know how to report an emergency. Before leaving an area or building, check on other personnel in your immediate area to assure they have evacuated. Leave all classroom and office doors open as you leave the area or building, and items requiring security may be quickly placed in desks or cabinets, but evacuate the building in an orderly manner as quickly as possible. Each occupant is responsible for his own safety.

SHELTERING-IN-PLACE

Office occupants, and Building Emergency Response Director and Coordinators should be aware of safe shelter-in-place areas within their buildings. When the shelter-in-place signal is given Coordinators and the Director are to assist all building occupants to quickly and safely move to the safe shelter-in-place areas, and as directed, take shelter under desks and tables, bolt doors, close blinds, etc. and remain there until the all clear signal is given.

Section VII Response Procedures for Specific Emergencies

All NWACC Buildings and Centers

ACCIDENT/INJURY OR ILLNESS

- A. 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.
- B.** 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.
- C.** Keep victim(s) calm, as comfortable as possible, and protected until arrival of qualified emergency personnel.

- D. If requested, complete an incident report for the Public Safety Department.
- E. For Sudden Cardiac Arrest cases, Automatic External Defibrillators (AED) are located outside the Burns Hall Public Safety office, next to the Student Information Desk in the Student Center and next to the Receptionist Office in the Shewmaker Center. All Public Safety personnel know how to use an AED.

EMERGENCY BUILDING EVACUATION PROCEDURE FOR FIRE, EXPLOSION, BOMB THREAT, NATURAL GAS LEAK

A. If a building fire alarm sounds or if evacuation directions are given on the Wireless Emergency Notification System (WENS), 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 fire 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 door open for fire officials.

G. Emergency Response Coordinators will assist building occupants to evacuate buildings and assemble in safe assembly areas.

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 RE-ENTRY PROCESS UNTIL AUTHORIZATION IS GIVEN.

BUILDINGS WILL NOT BE REOCCUPIED UNTIL THE “ALL CLEAR” NOTIFICATION HAS BEEN GIVEN BY AUTHORIZED COLLEGE OFFICIAL

**(COLLEGE PRESIDENT OR DESIGNEE, CABINET MEMBER, OR
DIRECTOR OF PUBLIC SAFETY).**

CAMPUS VIOLENCE (ACTIVE SHOOTER)

A. Notification of Campus Violence Incident:

- Several means may be used – Wireless Emergency Notification System (WENS), Text Messaging System, emails, Telephone, megaphones.
- Follow the directions contained in these messages.

B. 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 if you can't evacuate the building, or if you are directed to do so, 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.

C. Contacting Authorities:

- First call emergency number 911.
- Second call college public safety, 619-4229 off 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.

D. 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.

E. 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.

F. What to Expect from NWACC Public Safety:

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

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 appropriate notification systems.

TORNADO WARNING OR SEVERE WEATHER SHELTER- IN- PLACE

The sounding of the public warning sirens or NWACC Wireless Emergency Notification System (WENS) announcements 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 of severe weather using various methods of communication.

- B. Established safe areas are marked by building 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 above.**

FIRE/EXPLOSION

A. Burns Hall, Student Center, Shewmaker Buildings, Maintenance Building.

Any person discovering a fire or explosion in any of these buildings or anywhere at the Bentonville campus should immediately:

- Activate the nearest fire alarm pull-station. The alarm will automatically be communicated to the Bentonville and Rogers fire departments.
- Immediately evacuate the building or move away from the fire. Follow evacuation procedures given on page 6 in this brochure. Assist any injured or disabled persons, and move to 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.

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
- 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

Section VIII Drill Policies

- A. Emergency Evacuation and Shelter-in Place 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.
- B. Drills will be scheduled by Building Emergency Response Director and Executive Director of Risk Management/Compliance and should notify Physical Plant Director and Campus Public Safety Office one month prior to the drill.
- C. 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 evacuation drills.
- D. 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.
- E. Provisions should be made for timing and evaluating the orderliness of each drill. The Risk Manager should be in attendance at each drill to document and evaluate drill.