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 owned or leased property with the exception of law enforcement personnel. Please report any violation of the prohibition against weapons to the Public Safety officer at WCC, 927-3330, or the NWACC 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 officer at WCC, 927-3330, or the NWACC 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 officer at WCC, 927-3330, or the NWACC Public Safety Department at 619-4229.
December, 2010

ACCIDENT/INJURY OR ILLNESS

A. For any injury or illness, the first response is to DIAL 9 FOR AN OUTSIDE LINE AND THEN 911 or DIAL 911 FROM A CELL PHONE. NWACC does not have health personnel available. Do not call the NWACC nursing or health professions office. After you call 911, contact or call the Public Safety officer at WCC, 927-3330. 
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 contact or call the Public Safety officer at WCC, 927-3330. 
C. If 911 is called, keep victim(s) calm, as comfortable as possible and protected until arrival of qualified emergency personnel. 
D. For Sudden Cardiac Arrest cases, an Automatic External Defibrillator (AED) is located at WCC. Have someone get an AED and follow instructions for its use. 
E. If requested, complete an incident report for the Public Safety Department. 

WEATHER CANCELLATIONS OR CHANGES IN CLASS TIMES

A. The President of the College or her designee is responsible to make the decision to cancel or change NWACC 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 NWACC classes are normally announced by 5:30 A.M. of the day classes are being cancelled. Cancellations of evening classes are normally announced by 2:30 P.M. on the day evening classes are cancelled. 
C. Decisions on the cancellation or time changes of Early College Experience (ECE) daytime classes at different locations may vary depending on the facility where the class is held. Consult NWACC’s Inclement Weather Policy for contact information for these facilities.

EMERGENCY BUILDING EVACUATION PROCEDURE

A. When instructions to evacuate the building are given, evacuate immediately. Do not waste time gathering unnecessary items or completing activities. 
B. EVACUATE IN A CALM AND ORDERLY MANNER. Follow the direction of Emergency Response Coordinators who will assist building occupants to evacuate buildings and assemble in safe assembly areas. 
C. If possible, instructors should assist students to leave the classrooms or labs safely. Close classroom or lab doors if possible. 
D. DO NOT PANIC. Panic will only compound problems and result in serious injury and/or loss of life. 
E. After exiting the building, gather in the designated safe assembly areas away from the involved building as directed by Emergency Response Coordinators. DO NOT block roadways or gather in places that would block emergency traffic. 
F. An evacuated building may only be re-entered when it is officially cleared by appropriate emergency personnel or NWACC college officials or public safety personnel. No one is permitted to re-enter any evacuated facility until the building is officially cleared. 

NOTICE

BECAUSE OF SAFETY ISSUES, STAFF, FACULTY OR STUDENTS ARE NOT AUTHORIZED TO BEGIN BUILDING RE-ENTRY WITHOUT OFFICIAL AUTHORIZATION BY COLLEGE OR PUBLIC SAFETY DEPARTMENT OFFICIALS ON-SITE AT WCC.
**BOMB THREAT**

A. If a bomb threat is received, the person receiving the call should attempt to obtain the following minimum information if possible.

- Location of the bomb.
- What type of bomb is it?
- When will it go off?
- When was it put in place?
- Any other details.

B. **IMMEDIATELY upon** termination of the threat call, notify the Public Safety officer on duty at WCC, 927-3330, or call the Public Safety Department at 619-4229. Please provide:
   1. Your name and location
   2. The phone number where you received the call
   3. 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 WCC facility be necessary due to a bomb threat, the Public Safety Department and the College Administration will communicate the order to evacuate the building.

E. **IF THE BUILDING IS EVACUATED, FOLLOW PROCEDURES FOUND ON PAGE 6 IN THIS HANDBOOK.**

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**SHELTER IN PLACE-TORNADO WARNING**

A. The sounding of the public warning sirens or verbal or other warning announcements at WCC constitute the official and immediate notice to move to a place of shelter during a tornado warning. No additional confirmation is required.

B. **Go to the nearest severe weather shelter area immediately.** Emergency Response Coordinators will assist occupants to move to severe weather shelter areas. Established severe weather shelter areas are marked by building signs indicating “Severe Weather Shelter” area, which generally are rooms without windows. Persons should go to these rooms and get under tables to avoid flying glass.

C. Faculty and other employees are expected to know the locations of shelter areas close to their offices and classrooms, and to assist if possible in moving building occupants to them.

D. Persons leaving the building rather than taking shelter do so at their own risk.

E. WCC employees should also direct occupants not to gather in locations with large glass areas or where falling structures might cause personal harm.

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**NATURAL GAS LEAK**

In the event of a natural gas leak,

A. Activate the public warning alarm, verbal or other warning alarm.

B. Notify the Public Safety Officer on duty at WCC, 927-3330, or the Public Safety Department at 619-4229.
C. If directed to do so, evacuate the building following procedures found on page 6 in this Handbook.

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FIRE/EXPLOSION

Any person discovering a fire or explosion in the Washington County Center should IMMEDIATELY

A. Quickly notify NWACC personnel in charge of the building or sound the building alarm if trained to do so.

B. If the building evacuation alarm is given, immediately evacuate the building. Follow evacuation procedures given on page 6 in this Handbook. Assist any injured or disabled person, and move to safe assembly areas away from the building.

C. Notify the Public Safety Officer on duty at WCC, 927-3330, or the Public Safety Department at 619-4229.

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CAMPUS VIOLENCE (ACTIVE SHOOTER)

Contact Authorities:
• First call or contact WCC college public safety, 927-3330.
• Second call emergency number by dialing 9 and then 911.
• Police and the 911 system may be overwhelmed, so program the NWACC WCC public safety number, 927-3330, into your cell phone.

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

If you are in a building when such an event occurs, you should:
• Seek shelter, lock and barricade doors, turn off lights, move away from doors and windows. Persons leaving the building rather than taking shelter do so at their own risk.
• Close blinds, block doors, turn off radios and silence cell phones.
• Keep calm, quiet and out of sight. Take protection behind desks, filing cabinets, etc.
• If directed by public safety officers to evacuate the building, do so as quickly as possible.

Notification of Campus Violence Incident:
• Notification of campus violence incidents will come from public safety or college officials.
• Several means may be used – Telephone, Text Messaging System, word of mouth, emails, megaphones.
• Follow the directions contained in these messages.

Unsecuring an Area:
• Wait for instructions from college authorities or law enforcement before you unsecure any area.
• Remember an assailant may be at-large in a building and may not stop until engaged by an outside force.

What to Expect from NWACC Public Safety:
• Their objective is to immediately engage assailants.
• They will attempt to evacuate occupants if possible.
• They will investigation the incident.