



# **NWACC DESKTOP EMERGENCY PROCEDURES HANDBOOK FOR BENTONVILLE CAMPUS**

NWACC Department of Public Safety  
479-619-4229

Office of Institutional Policy, Risk Management and Compliance  
479-619-5173 or 479-619-4188

## 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. NWACC BC Alert Emergency Text Message System (Benton County Alert)
  - a. Sign-up at: <http://www.bcalert.com/>
- C. Mass Emergency Notification System
- D. LiveSafe Smart Phone App
  - a. Downloading instructions:  
<https://www.nwacc.edu/documents/riskmgmt/livesafeappinformation.pdf>
- E. Cisco Phone system – desktop notification systems via speaker phone
- F. Voice Commands, Whistles, Horns
- G. Emails to Employees
- H. Messages on NWACC Homepage and My NWACC Connection
- I. Notification of Media

## EMERGENCY BUILDING EVACUATION PROCEDURE

- A. If a building fire alarm sounds or if evacuation directions are given on the Mass Emergency Notification System, immediately evacuate the building. Do not waste time gathering unnecessary items or completing activities.
- B. **EVACUATE IN A CALM AND ORDERLY MANNER.** Follow the direction of DPS or other emergency responders.
- C. **DO NOT PANIC.** Panic will compound problems and result in serious injury and/or loss of life.
- D. **DO NOT USE THE ELEVATOR.** DPS or Emergency Response Coordinators should assist wheel chair bound or otherwise disabled persons to the stairwells where they will remain until emergency personnel arrive.
- E. Fire doors will close when the alarm sounds, however, **THEY DO NOT LOCK.** Simply open the doors to exit the area.
- F. After exiting the building, gather in a safe assembly area away from the involved building beyond building parking lots. **DO NOT** block roadways or gather in parking lots.
- G. Instructors should assist students to leave the classrooms or labs safely. Close classroom or lab doors if possible.
- H. An evacuated building may be re-entered only 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.

## SEVERE WEATHER SHELTER IN PLACE

**The sounding of the public warning sirens or the NWACC Mass Emergency Notification System announcements constitutes the official and immediate notice to move to a place of shelter. No additional announcement is required. Go to the nearest severe weather shelter area immediately. (Be aware that systems are tested periodically).**

- 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 should make every effort to ensure 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, NWACC Public Safety Department or Physical Plant personnel will disable the elevator to prevent its use.

## **WEATHER CANCELLATIONS**

- A. The Chief Academic Officer or 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 through social media, email notification, NWACC website, the NWACC *Alert:me/BC* Alerts text messaging system, and/or the LiveSafe App.
- B. Cancellations of daytime classes are normally announced no later than 5:30 A.M. of the day classes are being cancelled. Cancellations of evening classes are normally announced no later than 2:30 p.m.
- 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.

## **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 or 9-911 from any campus phone. After you call 911, call the Public Safety Office at 479-619-4229.
- B. For very minor cuts, bruises, etc. for which only first aid is needed, 911 may not need to be called. Help the injured or ill person find a first aid kit nearby or call Public Safety at 479-619-4229 for assistance.
- C. Keep injured or ill person(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 in all buildings on the Bentonville Campus. All Public Safety personnel know how to use an AED and where they are located. Instructions for use are located on the AED unit.

### **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
- Type of bomb
- Time of detonation
- Time it was put in place
- Any other details
- Name, location and phone number of person receiving the call. If you have caller ID, write down the information as it is listed on the phone display.

### **RECORD THE TIME OF THE CALL**

B. **IMMEDIATELY upon** termination of the threat call, notify the Public Safety Department at 479-619-4229 and provide your name, location and the information obtained from the call.

C. The Public Safety Department will contact the appropriate emergency services to coordinate response measures with them.

D. Should evacuation of the affected 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.

**IF THE BUILDING IS EVACUATED, FOLLOW PROCEDURES FOUND ON PAGE 3.**

### **FIRE/EXPLOSION**

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

- A. Activate the nearest fire alarm pull-station. The alarm will automatically be communicated to the Bentonville fire department.
- B. Immediately evacuate the building or move away from the fire. Follow evacuation procedures given on page 3 in this brochure. Assist any injured or disabled persons if

you are comfortable doing so, and move to safe assembly areas well away from the building(s). Do not congregate in parking lots or driveways.

- C. Notify the Public Safety Department at 479-619-4229.

## **NATURAL GAS LEAK**

In the event of a natural gas leak, you should:

- A. Activate the fire alarm.
- B. Notify the Public Safety Department at 479-619-4229.
- C. Evacuate the building following procedures found on page 3.

## **OTHER SECURITY ISSUES**

### **Unauthorized weapon(s) on campus.**

No person shall possess a weapon on NWACC property, with the exception of law enforcement personnel and individuals holding an appropriate license to do so pursuant to Ark. Code Ann. § 5-73-322. Please report any violation of the prohibition against weapons to the Public Safety Department at 479-619-4229.

### **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 479-619-4229.

### **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 479-619-4229 or to the office of Risk Management at 479-619-4229.

## **CAMPUS VIOLENCE (ACTIVE SHOOTER)**

### **Notification of Campus Violence Incident:**

- **Notification of campus violence incidents will come from the Department of Public Safety or college officials.**
- Several means may be used – Mass emergency notification system boards, BC Alerts text messaging system, emails, desktop telephone speaker systems, LiveSafe smart phone APP, megaphones.
- Follow the directions contained in these messages.

### **Contacting Authorities:**

- **First call emergency number 911.** From a campus phone dial “9” then 911. From a cell phone dial 911.
- Second call college public safety, 479-619-4229 off campus or dial 4229 from a campus phone
- Email public safety at [departmentofpublicsafety@nwacc.edu](mailto:departmentofpublicsafety@nwacc.edu) only if it is safe to do so.
- Police and the 911 system may be overwhelmed, so program the NWACC public safety number 479-619-4229 into your cell phone or consider using email if possible.

**What to Report:**

- Your location, building name, office or room number.
- The number 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:**

- Evacuate the building as quickly as possible if directed to do so.
- Seek shelter if you can’t evacuate the building; if you are directed to do so, lock and barricade doors, turn off lights, and 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.

**Unsecuring an Area:**

- Wait for instructions from law enforcement or college authorities before you unsecure any area.
- Remember an assailant may be at large in a building or on the grounds and 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:**

- Their objective is to immediately engage assailants.
- They will attempt to evacuate occupants if possible.
- They will investigate the incident.