EMERGENCY PROCEDURES

FIRE
• Activate the nearest fire alarm and call 9-1-1 if possible. If there are no fire alarms, knock on doors and yell “fire” as you exit the building.
• Evacuate the building.
• Do not use elevators!
• Feel closed doors with the back of your hand. Do not open if doors are hot.
• Move well away from the building when evacuating and assemble at designated assembly areas.
• Do not re-enter the building until authorized by emergency personnel.

HAZARDOUS MATERIALS
• If an emergency develops or if anyone is in danger, call 9-1-1.
• Move away from the site of the hazard to a safe location (up wind if possible).
• Follow the instructions of emergency personnel.
• Alert others to stay clear of the area.
• Notify emergency personnel if you have been exposed to the hazard or have information about its release.

VIOLENT INCIDENT
• Immediately seek protection/shelter in place.
• Secure area by locking or barricading door using whatever means available.
• Stay behind solid objects away from doors, and hallways.
• Call 9-1-1 or 703–764–5000.
• Minimize noise that may draw attention to your location: turn off lights, computers, and radios; and put cell phones on vibrate.
• Follow all directions of authorities; do not challenge law enforcement.
• When reporting an incident, indicate your specific location, and any other information such as what you have seen or heard.

POWER FAILURE
• Remain calm; provide assistance to others if necessary.
• Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
• If asked to evacuate the building by emergency personnel, exit as calmly and carefully as possible.
• Do not re-enter the building until authorized by authorities. Listen for information regarding building/campus closings.
• For localized outages, contact Campus Police at 703–764–5000.

SEVERE WEATHER/TORNADO
• Prepare to shelter in place if ordered.
• Remain calm and alert.
• Relocate to designated shelter areas; remain clear of glass windows or doors.
• If you cannot reach the designated area, use an interior hallway on the lowest floor possible.
• If you are outside and unable to get to a building for protection, move away from the tornado’s path at a right angle. If there is no time to escape, lie flat in the nearest depression (i.e., ditch or ravine).

BOMB THREAT/EXPLOSION
• Call 9-1-1 or 703–764–5000.
• Do not use cellular phones or two-way radios.
• Do NOT activate the fire alarm system to evacuate.
• Shelter in place or evacuate the building, as directed.
• Do not re-enter the building until cleared by authorized personnel.
• Untrained persons should not try to rescue people who are inside a collapsed building. Wait for emergency personnel.

SUSPICIOUS PERSON/OBJECT
SUSPICIOUS PERSON
• Do not physically confront the person.
• Do not let anyone into a locked building/office.
• Do not block the person’s access to an exit.
• Call 9-1-1 or 703–764–5000. Provide as much information as possible about the person and his or her direction of travel.

SUSPICIOUS PACKAGE
• Do not touch or disturb the object.
• Do not use cellular phones or two-way radios.
• Call 9-1-1 or 703–764–5000.
• Notify your supervisor or instructor.
• Be prepared to evacuate and take personal belongings with you.

For more information visit www.nvcc.edu/emergency