The College’s Police Department, Office of Emergency Management, and Sexual Assault Services work hard to maintain safe and secure campuses in support of NOVA’s education mission. In spite of our excellent safety record, it is still important to take steps to protect yourself at all times.

National Campus Safety Awareness Month is a perfect opportunity as we start the new academic year to focus on safety and making smart, safe decisions. As you get back into your school-year routine, take some time to prepare for potential emergencies. Emergencies can happen here at the College or at home, so it is important to be prepared wherever you are.

Take 10

Take 10 is a campaign by the Office of Emergency Management to provide the NOVA Community with succinct emergency instructions that can be easily and quickly comprehended.

Take 10 encourages the NOVA Community to take 10 minutes at least every semester to review College emergency procedures and ensure your contact information is up-to-date in NOVA Alert. There are 165,600 minutes in a semester and many of them are spent on academics. However, it will only take 10 minutes to better prepare yourself for an emergency.

2 minutes...
Sign up for NOVA Alert (alert.nvcc.edu). If you already signed up, log in to make sure your most recent contact information is up to date.

8 minutes...
Go to nvcc.edu/emergency to review emergency procedures for events that may happen at NOVA.

Take 10 minutes to prepare by visiting: http://www.nvcc.edu/emergency
NOVA Emergency Procedures

ACTIVE SHOOTER

Determine the most reasonable way to protect your own life and call 911 or 703.764.5000 when it is safe.

- **Run.** Evacuate if you can. This may be your best chance of survival. Have an escape route in mind. Leave valuables behind and keep your hands visible.
- **Hide** in an area outside of the shooter’s view. Block the entry to your hiding place and lock doors. Turn off lights and silence electronic devices.
- **Fight** as a last resort and only if your life is in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression.

BOMB THREAT/EXPLOSION

- Call 911 or NOVA Police at 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.

EARTHQUAKE

**Response**

- If you are indoors, DROP to the floor. Stay there until the shaking has stopped and you are sure exiting is safe.
- COVER by getting under a sturdy table or other piece of furniture.
- HOLD ON until the shaking stops. If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls and anything that could fall, such as lighting fixtures or furniture.
- Don’t use a doorway except if you know that it’s a strongly supported, load-bearing doorway and it’s close to you. Many inside doorways are lightly constructed and don’t offer protection.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use elevators.
- If you are outdoors, stay there. Move away from buildings, overhangs, trees and power lines to a clear area such as a large open public area or field.
- If you are in a moving vehicle, stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings or trees.

**After the Earthquake**

Once the shaking stops:

- Exit the building when safety permits and move to the designated assembly area.
- Use emergency exit route information posted throughout the building to determine the quickest route out.
- Expect aftershocks.
- Only use a telephone for emergency calls.
- Be aware that utilities such as gas, power and water lines may be damaged. If you know of damaged utilities, report the issue.
- Wait for instructions from wardens, officials and police.
NOVA Emergency Procedures (cont.)

FIRE

- Determine the most reasonable way to protect your own life and call 911 or NOVA Police at 703.764.5000 when it is safe to do so.
- Activate the fire alarm. If there are no fire alarms, knock on doors and yell “FIRE” as you exit the building.
- Feel doors with the back of your hand before opening. DO NOT open doors if they are hot.
- DO NOT use elevators.
- If time, conditions and safety permit, take your personal belongings with you.
- Evacuate the building.
- If clothing catches fire, STOP… DROP … ROLL.
- Once outside, move away from the building and go to a designated assembly area.
- DO NOT re-enter buildings until instructed to do so.

HAZARDOUS MATERIALS

- Move away from the site of the hazard to a safe location (up wind if possible).
- Call 911.
- Follow 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.

MEDICAL EMERGENCY

- Call or have someone else call 911 or NOVA Police at 703.764.5000 right away.
- Provide first aid and medical assistance as necessary, if trained.
- Follow instructions of the Dispatcher. DO NOT hang up until the Dispatcher ends the call.
- DO NOT move victims unless they are in immediate danger.
- If the victim is conscious, try to comfort him/her and obtain medical information (ex. medical problems, medications, etc.). Any medical information will assist medical personnel if the victim loses consciousness.
- Have someone meet the ambulance at the building entrance or at a safe location, and direct emergency personnel to the victim.

POWER OUTAGE

- Remain calm.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs, if the emergency power is operating.
- Provide assistance to others.
- Evacuate the building only if directed to do so.
- Exit calmly and carefully.
- DO NOT re-enter building until authorized.
- Monitor NOVA Alert and media outlets for campus closings, delays or updates.
NOVA Emergency Procedures (cont.)

SUSPICIOUS PERSON/PACKAGE

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 911 or 703.764.5000. Provide as much information as possible about the person and his or her direction of travel.

Suspicious Package
- DO NOT handle or touch the suspicious item/package.
- DO NOT use a cell phone, radio or other transmitter.
- Persons should be evacuated from around the item.
- Retreat to a safe location and call NOVA Police at 703.764.5000.
- Be prepared to evacuate and take your personal belongings with you.
- It is important that employees and students are always cognizant and do not leave brief cases, backpacks, handbags, etc. unattended. These items could be construed as suspicious and cause undue time, energy and expense to determine that the item is “safe”. They may be destroyed.

TORNADO/SEVERE WEATHER

If the area is under a Severe Weather or Tornado WARNING, seek shelter immediately.
- Go immediately to:
  - The nearest Severe Weather Shelter Area, OR
  - An appropriate area that will provide protection -- closets, interior rooms, interior hallways, areas free of windows or glass.
- Stay away from corners, windows, doors and outside walls.
- Put as many walls as possible between you and the outside.
- Use your arms to protect your head and neck. Protect your body from flying debris with any available furniture or sturdy equipment.
- If you are outside with no shelter, consider these options:
  - Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If you are unable to get to a sturdy shelter, stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat or other cushion, if possible.
  - If you are outside and unable to get to a car or 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 (ex. ditch or ravine). Cover your head with your arms.
September is National Preparedness Month and NOVA’s Office of Emergency Management wants YOU to be prepared for an emergency!

Join us as the Office of Emergency Management (OEM) partners with various local and state agencies and local and College vendors to show our students, faculty and staff how to prepare for an emergency. OEM will provide you with information on the importance of being prepared and informed before, during and after emergencies and how to put together a preparedness kit.

September 24 from 11 a.m. to 1 p.m.
Annandale Campus, Upper Plaza
- and -
September 25 from 11 a.m. to 1 p.m.
Loudoun Campus, Outside the LC Building