Virginia Department of Emergency Management Assesses NOVA Plans

Continuity of Operations (COOP) encompasses all plans and procedures to ensure the college remains safe and secure, even under the most stressful circumstances. The Virginia Department of Emergency Management (VDEM) annually evaluates all Commonwealth COOP plans. The assessment addresses:

- plans and concept of operations
- arrangement of reports
- documentation
- scenarios
- authority structures
- training and exercises

VDEM's assessment gave NOVA high grades for its COOP plans and programs: 129 points out of 129 -- 100%.

Strengths: “The NOVA COOP plan is comprehensive yet concise, and is formatted in a manner that is easy to read. The amount of detail provided regarding vital records, systems, and equipment is particularly notable.”

General Comments: “The NOVA COOP Team and Executive Leadership should be commended for the excellent score awarded in this assessment. Their dedication to continuity planning is evident in the level of detail and thoroughness of their COOP Plan. The NOVA plan should serve as an example for other community colleges throughout the Commonwealth.”

Do You Know About Identity Theft?

We owe it to ourselves to make personal protection a priority. A threat of increasing severity is identity theft. By becoming aware of this crime, you can take steps to prevent it. Social networking has taken the country by storm and has significantly increased the risk of identity theft. Consider the following:

- More than 80% of college faculty are using social media.
- One in three teens sends more than 100 text messages a day / 3,000 a month.
- There are 5 million Facebook users in the United States who are under the age of 10.
- 67% of employees access sensitive work related data outside of their offices.

As a result:

- Incidents of identity theft increased by 11% from 2008 to 2009, altering the lives of more than 11 million Americans.
- 13% of identity fraud crimes are committed by someone the victim knows.
- The average identity theft victim spends 21 hours and $373 out of pocket resolving the crime.

Past editions of this newsletter have presented ways you can protect your identity. If you need additional information, contact your college police.
Portable Fire Extinguisher

Before using a fire extinguisher, be aware of the following guidelines:

A portable fire extinguisher can be a very effective tool in saving lives and property from small, confined fires. However, portable fire extinguishers are not designed to fight large fires or fires that have spread quickly. You should only use a portable fire extinguisher for fires in the early (incipient) stages.

Classification of Fuels

Not all fires are the same, and they are classified according to the type of fuel that is burning. If you use the wrong type of fire extinguisher on the wrong class of fire, you can, in fact, make matters worse. It is therefore very important to understand the four different fire classifications.

Class A - Wood, paper, cloth, trash, plastics
Solid combustible materials that are not metals. (Class A fires generally leave an Ash.)

Class B - Flammable liquids: gasoline, oil, grease, acetone
Any non-metal in a liquid state, on fire. This classification also includes flammable gases. (Class B fires generally involve materials that Boil or Bubble.)

Class C - Electrical: energized electrical equipment
As long as it’s “plugged in,” it would be considered a class C fire. (Class C fires generally deal with electrical Current.)

Class D - Metals: potassium, sodium, aluminum, magnesium
Unless you work in a laboratory or in an industry that uses these materials, it is unlikely you’ll have to deal with a Class D fire. It takes special extinguishing agents (Metal-X, foam) to fight such a fire.
Portable Fire Extinguisher (con’t.)

**Extinguisher Operations:**
When a small fire breaks out, have someone else call the fire department (9-1-1) immediately! To use a portable fire extinguisher effectively, remember the four steps, using the Acronym P.A.S.S.

P = **PULL** the pin holding the extinguisher with the nozzle pointing away from you. Remove the pin, seal or the lever release mechanism to unlock the operating lever.

A = **AIM** the extinguisher nozzle (or hose) at the base (bottom) of the fire. Always hold the extinguisher vertically, never horizontally and stand about 6-10 feet away from the fire.

S = **SQUEEZE** the lever fully to release the extinguishing agent through the nozzle. Releasing the lever will stop the discharge.

S = **SWEET** the nozzle from side to side aiming at the base of the fire. Continue sweeping motion until the fire is extinguished. If you run out of chemical before the fire is out, either leave immediately or have a secondary extinguisher within arm’s reach.
Halloween Safety Tips

KEEPING YOUR CHILD SAFE

The College Police Department encourages safety and supervision during the Trick-or-Treat season. It is especially important to adhere to a few safety rules to keep our children safe when they are trick-or-treating.

- Know your child's route.
- Take a flashlight.
- Be sure costumes, shoes and treat bags are safe.
- Remind kids not to enter strangers' homes or cars.
- Set rules about not eating treats until kids get home. Be sure to inspect all treats before allowing their consumption.
- Candy found opened should be thrown away.
- Remember: Drivers have a hard time seeing little kids, especially at dusk.
- Never cross the street from between parked cars.
- Watch open flames from jack-o-lanterns as they can catch costumes and long wigs on fire.

Make sure that fake knives, swords and guns are made from cardboard or other flexible materials to avoid accidental injury or worse, having them mistaken for the real thing!

MAKING YOUR HOME SAFE FOR TRICK OR TREATERS

It is also important to ensure your home is safe and accessible to trick-or-treaters.

- Turn on your porch light.
- Move lit jack-o-lanterns off the porch where kids congregate.
- Remove objects from your yard and steps that might present a hazard.
- Drive slow all evening. You never know what creature may suddenly cross your path.

- Report any suspicious or criminal activity to the police.

Have a Safe and Happy Halloween
From Your College Police
Recent NOVA Police Community Outreach

Dulles Plane Pull

On September 24, 2011, in a joint venture sponsored by the NOVA Board of Directors, the NOVA Foundation, and the College Police, NOVA participated in the Special Olympics-sponsored Dulles Plane Pull event. This was the first time NOVA joined this event, and it was a huge success. Participants consisted of board and foundation members, provosts, faculty, students, and the police. There was a total of 64 teams. “Team NOVA” finished 22nd. In addition to donations from the College Board, MVM, and Skylink, the College raised $1,050 for the Special Olympics. Next year, NOVA plans to finish the pull in the top 10!
Recent NOVA Police Community Outreach

September College Safety Month

September was College Safety Month. The College Police held a safety event at each campus to remind our community members of the importance of safety. Topics included drunk driving awareness, seat belt awareness, and a safety awareness seminar.

Upcoming Events:
- October 9 Special Olympics 5K run at the Annandale Campus
- October 29 DEA-Drug take back day at the Annandale Campus

Working the grill at the Alexandria Campus on college safety awareness day were Lt. Weinstein and Community Outreach Officer Ong. The City of Alexandria Fire Department also attended.
Recent NOVA Police Community Outreach

September College Safety Month (con’t.)

At the Annandale and Woodbridge Campuses, students got a chance to experience the dangers of driving while under the influence. Students wore drunk goggles and drove through a cone course to simulate the effects of operating a motor vehicle while under the influence of alcohol.

Students from the Woodbridge Campus.

Officer Briggs and a NOVA student.