How NOVA Keeps You Safe

NOVA campuses are very safe. The College’s Police Department, Office of Emergency Management, and Sexual Assault Services work hard to maintain safe and secure campuses. In spite of our excellent safety record, it is still important to take steps to protect yourself at all times. There is an assault in this country every minute, and several serious crimes have occurred on or near NOVA campuses.

The following information is provided to familiarize you with NOVA’s many safety resources.

NOVA Police

NOVA Police are here to protect you and serve you. All NOVA police officers are fully certified by Virginia’s Department of Criminal Justice Services and are sworn to preserve the public peace, protect life and property and uphold the laws of the Commonwealth of Virginia. Officers undergo the same academy training as all other Virginia law enforcement officers and meet the same functional and skill requirements. As a result, NOVA officers have the same authorities and responsibilities as all other Commonwealth law enforcement officers.

We have 52 sworn officers, six certified NOVA security officers, and seven police dispatchers who operate our dispatch center 24/7/365. Police officers patrol NOVA campuses on foot, in vehicles and on bikes daily from 7 a.m. until 11 p.m. NOVA security officers, augmented by contract security on weekends, patrol our campuses when the College is closed.

Police Services: We offer many services to serve you and help keep you safe because we recognize that learning is most efficient in a safe and secure environment. If your car won’t start, give us a call and we will do what we can to get you on your way; and if you feel unsafe and would like a police escort to your vehicle, call us. Our crime prevention specialists are always available to answer questions on how to stay safe on campus and to conduct security assessments of your area. We also operate lost and found on each campus. We have officers who are certified child safety seat installers. If you have or are getting a child safety seat, let us help you install it correctly.

Training: Toward this end, keep an eye out for our Public Safety Newsletters, which are distributed at the beginning of each month via email. Each edition has important information that will help keep you safe. The last page of each newsletter lists the safety training we will conduct during the coming month at each campus. The NOVA Police Department has an active training program, giving over 180 presentations last year, free of charge, to faculty, students and staff. Topics included: Active Shooter Response, Self-Defense Considerations, Dealing with Difficult People, Bomb Threat Awareness and Response, Sexual Assault, Bystander Intervention, Narcotics, Gangs, Identity Theft, and more. We bring these topics to each campus. Refer to our newsletter for the times and locations of upcoming training. If you have a particular topic of interest, let us know what it is and we will provide the information you need.
Police Website: Check out the NOVA Police website at [www.nvcc.edu/police](http://www.nvcc.edu/police). You’ll find a short safety awareness video and important safety tips; past copies of our Public Safety Newsletters; a link to NOVA Cares (see below) in the event you observe concerning behaviors; NOVA’s alcohol, drug and weapons policies; and past copies of the College’s Annual Security Report. You can also view the status of recent crimes on campus by searching for our “crime log”.

Annual Security Report: An Annual Security Report mandated by the Department of Education for all American colleges and universities receiving federal funding is due every October. NOVA’s Annual Security Report lists major crimes including murder, arson, robbery, sexual assault, dating violence, domestic violence and certain types of harassment, broken down by campus. The full list of these offenses is on the police website. The Report also includes NOVA’s safety and security policies and procedures. You may review a copy of the Annual Security Report online. If you would like to receive a free copy of the Annual Security Report or selected crime statistics, drop by any NOVA Police Station.

Park on Campus: NOVA strongly encourages all members of the NOVA community to park on campus for all college activities. After 4 p.m., parking in the B lots is free. More importantly, it is safer to park on campus and you will help maintain amicable relations with our neighboring communities. When you park off campus, you subject yourself to injury, either crossing busy highways or walking along roads with no sidewalks. NOVA police do not patrol adjoining neighborhoods, and do not provide police services such as motorist assists and escorts to vehicles not parked on campus. College administration has received complaints from businesses whose lots are occupied by NOVA vehicles and neighborhoods where NOVA vehicles are parked on lawns or where they create additional congestion and noise. We ask you to be a good NOVA ambassador and to be safe.

Communicating With NOVA Public Safety Officials: All of us, police, faculty, staff and students, have an obligation to help keep NOVA safe. If you observe a crime, contact Police Dispatch or a campus police officer immediately. If you are in urgent need of police services or if you want to make a suggestion, file a complaint or just ask a question, give us a call. In the event of an emergency, call 9-1-1. You can also contact NOVA’s dispatch center any time for a campus emergency or any police services by calling 703.764.5000. Recently, NOVA introduced a new way to interact with college police: the LiveSafe Mobile Safety app ([www.livesafemobile.com](http://www.livesafemobile.com)). Now you can also contact dispatch via text message for police services, to report crimes or concerning behaviors, make recommendations, ask questions or request any of the services mentioned above. You will receive prompt police feedback. If you desire, you can contact us anonymously. You can upload audio, video and photos if you are reporting a crime or making a suggestion. The LiveSafe app contains important information such as what to do in the event of an emergency or dangerous event. Just go to iTunes or Google Play to download the app. It takes about a minute, and it’s FREE!

Safety tips. The most important thing you can do to protect yourself is to be aware of your surroundings at all times. Do not walk around texting or wearing ear buds while listening to music. Predators prey on inattentive people who are easily surprised. There are also numerous cases of people texting or wearing ear buds and falling or stepping into traffic.
Here are some other things you can do:

- Avoid walking in isolated areas on campus and when possible, walk with a group of people. If you want an escort to your vehicle or need a jump start, call police dispatch. An officer will be sent to your location.
- If possible, park at night in lighted areas near your classes or destination.
- Walk to your vehicle with your keys in your hand.
- Check the interior of your vehicle before entering it.
- If you encounter someone in a hallway or on campus present a confident image. Do not slouch or look way. Rather, keep walking and look the person in the eyes as you pass.
- If confronted by an assailant, do not fight unless your life is in jeopardy. No property is worth your personal injury.
- Keep your valuables such as computers, cell phones and textbooks under your direct control at all times. Leaving them unattended in open areas invites theft.
- Do not carry large amounts of cash — keep your cash, ID and credit cards in your pocket.
- Be familiar with panic dialers in classrooms and in offices.
- In the event of an active shooter, evacuate if possible and do not carry your backpacks, handbags or any parcels which arriving police can suspect for use of hiding a weapon. If you must shelter in place, turn off cell phones and remain quiet. Be prepared to fight for your life.
- Get a good description of any assailant (gender, race, height, weight, hair color, accent, odor, clothing, tattoos, etc.). Report this information immediately to police.
- If you are in danger, see something that concerns you or appears out of place, call the College Police or use the LiveSafe app. Do not attempt to intervene directly.

Office of Emergency Management

NOVA’s Office of Emergency Management (OEM) is mandated to provide guidance, direction and training to the College and its faculty, staff, students and visitors in the prevention, protection, response and recovery from all incidents or events. OEM also serves as a link to federal, state and local emergency management and public safety agencies. OEM trains building and floor wardens and the Campus Community Emergency Response Team (C-CERT) who assume selected emergency safety responsibilities.

Emergency Communications: Each classroom and office has a college phone that allows you to automatically connect to College Police, or it can be used to dial the College police number. Red call boxes with blue lights are located in many places between buildings and in parking lots. Familiarize yourself with the operation and locations of these important assets. They will connect you directly to the police so you can get immediate assistance in emergency situations.
In addition to our Dispatch Center and the LiveSafe app, NOVA has many ways to communicate with you during an emergency. NOVA may use some or all of the following systems to communicate a threat to the NOVA community or to an appropriate segment of the community.

- **Digital Signage** - Emergency messages can be displayed on flat panel screens that are located in various places on every campus.
- **Automated or Live Broadcast to Campus** - Emergency messages can be broadcast directly to any IP phone on a campus and emergency calls can be made from phones that have been installed college wide.
- **NOVA Desktop Computer Alert** - The College is able to send an emergency alert to computers in classrooms and offices that are connected to the College computer network.
- **NOVA Website** - Emergency messages can be put on the NOVA Website quickly from any location.
- **Social Media** - A message is posted to NOVA's Facebook (www.facebook.com/NOVAaccess) and Twitter (twitter.com/novaaccess) sites.
- **College Email** - During emergencies email can be sent to all faculty and staff, adjuncts and students.
- **NOVA’s low power radio information channel** broadcasts at 1630 AM on each campus. Tune in when on or near any campus for current instructions and updates about emergency situations.

If you have not already done so, register your cell phone for NOVA Alert at [https://alert.nvcc.edu](https://alert.nvcc.edu). Our emergency alert system sends out timely and accurate emergency information via text messages to your cell phone and college email address. We strongly recommend all students, faculty and staff register for this FREE service.

**Emergency Response:** In an emergency, you may be directed to evacuate or shelter-in-place. In the event of severe weather, here are a few important things to remember: prepare to shelter in place if ordered and try to stay calm and alert; relocate to designated shelter areas; and stay clear of glass windows and doorways. If you cannot reach a shelter area, find shelter in an interior hallway on the lowest floor possible. If you are unable to reach a building for protection, lay flat in the nearest ditch or ravine.

A building may need to be evacuated due to a fire or another unforeseen emergency such as chemical spill or structural damage. In these situations, alert notification systems discussed above may be used to initiate a building evacuation. However, verbal commands from emergency floor wardens, staff, faculty, police or other emergency response personnel may also be used. Whenever a fire alarm is activated or verbal commands are given, all individuals must begin exiting the building and proceed to their designated Assembly Area(s). Once in these areas, please follow the directions of NOVA faculty or staff. Students, faculty and staff should familiarize themselves with campus exit routes and Assembly Areas. OEM conducts periodic exercises to prepare the NOVA Community to deal with these contingencies.

**OEM Website:** For more security and emergency preparedness information go to [www.nvcc.edu/emergency](http://www.nvcc.edu/emergency). You will find information on available training, safety videos and tips, public safety newsletters and other important safety information on the website.
NOVACares and Sexual Assault Services

**NOVACares:** NOVA has an online reporting system, called NOVACares, [www.nvcc.edu/novacares](http://www.nvcc.edu/novacares), to identify concerns about events and behaviors. The reporting system serves as a program to facilitate a “See Something, Say Something” culture. Each NOVA campus has its own CARE team, which stands for Campus Assessment Response and Evaluation. CARE teams serve as a pathway for early intervention and provide faculty, staff and students a way to share concerns about threatening or concerning behavior. If there is an immediate campus threat call 9-1-1 or NOVA police dispatch.

**NOVA Sexual Assault Services (SAS):** Sexual assault or abuse of any kind is not tolerated at the College. NOVA Police will respond promptly to any report of sexual assault that occurs on any NOVA campus. All students, faculty and staff who have been subjected to any form of sexual assault, abuse or harassment on campus are encouraged to report the incident to NOVA Police immediately. If the incident occurred off campus, it should be reported to the police department in that jurisdiction. NOVA police can assist you in contacting police in other jurisdiction and can provide information such as a Victim’s Bill of Right. Contact NOVA Sexual Assault Services’ 24-hour line at 703.338.0834 if you need accompaniment to a police station or desire further information and support. NOVA’s full Sexual Misconduct Policy can be found online at [http://www.nvcc.edu/current-students/policies--forms/docs/SexualMisconductPolicy.pdf](http://www.nvcc.edu/current-students/policies--forms/docs/SexualMisconductPolicy.pdf).

If a sexual assault does occur, you should:
- Get to a safe place as soon as possible.
- Call 9-1-1. Notify NOVA Police at 703.764.5000 if the incident occurred on a NOVA campus. SAS and college faculty and staff members can also assist you in reporting an incident.
- Try to preserve all physical evidence. Do not bathe or change clothes.
- Get medical attention as soon as possible.
- Contact someone to stay with you and support you. You can reach NOVA Sexual Assault Services at 703.338.0834 for information and support. NOVA SAS can also provide information on community resources that offer free and confidential services and support to those affected by sexual assault, dating violence, domestic violence or stalking.

**Conclusion**

NOVA’s professional and dedicated Police Department, OEMP, NOVACares and Sexual Assault Services work hard to provide a safe and secure environment that supports learning and enhances the college experience. If you have any questions, suggestions or concerns, contact us any time. Working together, we can continue to improve NOVA’s excellent safety record!
Upcoming NOVA Police Outreach Events

2014 Dulles Plane Pull Event

On **September 20 from 11 a.m. to 3 p.m.**, NOVA Police will participate in the 2014 Dulles Plane Pull event. All proceeds for this event will go to Special Olympics Virginia. Team NOVA is seeking pullers from the NOVA community to pull a 164,000 pound Airbus 12 feet. Last year, NOVA’s time was 8.5 seconds! Come out to cheer on “Team NOVA”.

NOVA Police Host Child Safety Awareness Event

September is Child Safety Awareness month. The NOVA Police Department has teamed up with the Fairfax County Sheriff’s Office to support child safety by offering to our community child seat inspection/installation.

Specially trained and certified police officers and sheriff’s deputies will help parents and caregivers ensure a child fits securely in the safety seat and the safety seat fits securely in the vehicle seat. Bring your vehicle and safety seat(s). Also, bring your child, if he or she is available, for a perfect fit!

**Date:** September 27, 2014  
**Time:** 10:00 a.m. to 2:00 p.m.  
**Location:**  
NOVA Annandale Campus  
8333 Little River Turnpike  
Annandale, VA 22003  
(B-1 and B-2 Parking Lots)
DEA Drug Take-Back Event

Got Drugs?

Turn in unused/unwanted/expired prescription drugs to be disposed of properly.

DEA Drug-Take-Back Day
Saturday, September 27
10:00 a.m. to 2:00 p.m.

NOVA Drop-Off Site:
Annandale Campus: CA Building, 1st Floor Main Entrance
8333 Little River Turnpike
Annandale, VA 22003

Active Shooter Response Training
The NOVA Police Department is offering an Active Shooter Response briefing to the NOVA Community. You may register for this important training by contacting the Community Outreach Officer identified below. Room information will be provided at the time of your registration.

Topics Include:
- What is an Active Shooter?
- Statistics/case studies
- Police responsibilities and capabilities
- Tips on how to protect yourself and others
- Resources

Dates/Locations (Rooms TBD):
- September 15, Alexandria Campus from noon - 1 p.m.
- September 16, Annandale Campus from noon - 1 p.m.
- September 18, Woodbridge Campus from noon - 1 p.m.
- September 22, Loudoun Campus from noon - 1 p.m.
- September 23, Medical Education Campus from noon - 1 p.m.
- September 25, Manassas Campus from noon - 1 p.m.

For more information on any of the activities above, contact NOVA’s Community Outreach Officer, Tony Ong at tong@nvcc.edu.