

Instructor \_\_\_\_\_

Course \_\_\_\_\_

Building/Room# \_\_\_\_\_

**TO REPORT AN EMERGENCY OR SUSPICIOUS ACTIVITY**

- NOVA Police at 703-764-5000
- Police and Fire at 9-1-1

**SAFETY PREPARATION**

Your ability to react effectively during an emergency takes preparation. The Office of Emergency Management and Safety wants you to be prepared to react immediately. To start, you should know the locations of: the two safest and most direct evacuation routes (see posted evacuation route signs in classrooms), the locations of designated Assembly Areas outside the facility, shelter-in-place areas for a severe weather event, and the nearest automated external defibrillators (AEDs). For additional emergency preparedness information, visit the Office of Emergency Management and Safety website at [www.nvcc.edu/emergency](http://www.nvcc.edu/emergency).

**FIRE/EVACUATION**

- 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. Assemble at designated assembly areas.
- Do not re-enter the building until cleared by authorized personnel.

**SEVERE WEATHER/SHELTER-IN-PLACE**

If the area is under a Severe Weather/Tornado **WARNING**, or if notified to shelter:

- Seek shelter immediately in a Severe Weather Shelter Area or go to an interior hallway or room; the lowest level in the building; and/or an area free of windows or glass.
- Protect your body from flying debris with any available furniture or sturdy equipment.
- Use your arms to protect your head and neck.
- Wait for the “All Clear” before leaving your shelter area.

**VIOLENCE/ACTIVE SHOOTER**

Determine the most reasonable way to protect your own life and call 9–1–1 or 703–764–5000 when it is safe to do so.

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

**EMERGENCY COMMUNICATION**

In the event of an emergency you may be notified by various means depending on the emergency. Some of the ways you may be notified include:

- classroom telephones,
- computer pop-ups,
- digital flat panels,
- social media through <https://www.facebook.com/NOVACommunityCollege> and <https://twitter.com/novacommcollege>, or
- text messaging through NOVA Alert.
  - NOVA Alert is a free notification service. You are automatically signed up for email alerts through your NOVA email address. To add a mobile phone number or an additional email account, you must register by going to <http://alert.nvcc.edu>. You are strongly encouraged to add additional devices.

NOVA may use some or all notification channels to notify you. For a complete list, visit the NOVA website at <http://www.nvcc.edu> and search for Alert Notification Systems.

**Closing/Class Cancellations**

If the College is closed or delayed for any reason, a text alert will be sent to cell phones registered on [NOVA Alert](#) and a notice will be posted on the home page of the College’s website. In addition, a message will appear on our cable television station and on local radio and TV stations. The home page of the College’s website will always have the most reliable and up-to-date information about closures or delays.

More Info: [www.nvcc.edu/emergency](http://www.nvcc.edu/emergency)

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