

SAFETY

IT IS IMPERATIVE THAT YOU READ THIS TO ALL CLASSES THE FIRST TWO CLASS DAYS OF EACH SEMESTER.

The faculty and staff want you to be aware that an emergency requiring action on your part can occur at any time. Should any of these occur; prompt and proper action on your part will prevent or minimize injury.

FIRE WARNING

The building alarm will sound or a warning tone will be sounded from a Multi-Sound Megaphone. Upon receipt of a fire alert, evacuate the building in a calm, orderly manner. You should familiarize yourself with fire exits in each building you enter. If you are responsible for the room, be sure that everyone is out, and report this to the building supervisor. Do not get in the way of firefighters or rescue personnel.

TORNADO WARNING

Ranger Alerts will be sent and Tornado sirens will sound when a tornado warning is issued. When you hear the siren or receive an alert, if you are on an upper floor of the building, immediately and calmly go to the basement if there is one. Restrooms, classrooms, closets and offices without glass windows are usually the safest places. Take cover by getting under a sturdy object or by facing an interior wall and kneeling with your hands over your head. Keep calm and quiet so that you can hear necessary instructions. If outside, get into a permanent building. If this is not possible, get into a depression or ditch and/or lie flat on the ground. Stay out of automobiles.

LOCKDOWN

In the event of a Campus Lockdown or if gunshots are heard in or around a building, try to remain calm. Lock all doors and windows. If the area you are in cannot be locked, try to find a space with a locking door or barricade the door to the area you are in. Stay away from windows and take shelter. Turn off all lights, devices that make sounds, and silence your cell phone. Only use a cell phone to contact Campus Police or law enforcement if you have information that is pertinent to the situation. If you are outdoors seek shelter behind a building, wall or large tree. Do not unlock doors or attempt to leave until instructed to do so by Campus Police or the designated administrative official. The "all-clear" will be announced via Ranger Alert or public address system.

Should any other type of emergency arise, you will be notified by the building supervisor and given proper instructions.

Note: Instructors should always keep grade books with them so that roll can be called after emergency is over.

All students are automatically added to Ranger Alert. Please check your MYNWCC account and confirm that the cell phone number on your account is correct.