

## Timely Warnings and Emergency Notifications Guidance (09/21/2017)

Review current copy of College's Emergency Action Plan at: <http://www.nvcc.edu/emergency/docs/NOVA-Emergency-Action-Plan.pdf>

**Timely Warnings: Information** sent out for people to be notified that a Clery-reportable crime occurred so they can take measures to protect themselves.

- Notification of these events occurs upon their confirmation, so there is usually time prior to sending.
- Notify (\* immediately)
  1. Duty Officer \*
  2. Deputy Chief: 703-203-8227 (call Chief if can't reach D/C: Chief 571 296-6990) \*
  3. Affected Campus Provost (when time permits):
    - AL - Dr. Annette Haggray: 773-369-6215
    - AN - Dr. Pam Hilbert: 252-725-3136
    - LO - Dr. Julie Leidig: 512-576-0803
    - MA - Dr. Molly Lynch: 703 728-4239
    - WO - Dr. Sam Hill: 703 307-1093
    - MEC - Mr. Andy Cornell (Acting):

Sent via:

- Email to all faculty and staff and students (sent by on-duty supervisor or on-scene commander)
  - Use Police email account ([Novapolice@nvcc.edu](mailto:Novapolice@nvcc.edu))
    - Send out a test message to yourself to ensure the message is sent from the Novapolice account rather than your own.
  - The email to students MUST be separate from the all faculty and staff email
    - Faculty and Staff:
      - [allfacultyandstaff@nvcc.edu](mailto:allfacultyandstaff@nvcc.edu)
        - As Duty officer, you have the authority to send this directly to faculty and staff, with no further approval needed.
    - Students
      - Students: [nv-students-217\\*@lists.vccs.edu](mailto:nv-students-217*@lists.vccs.edu)
        - The student email changes every semester:
          - Note: 217 signifies the year (no 0) and the \* is replaced by the number of the semester (2 for spring, 3 for summer, and 4 for fall). Therefore, if the message is sent on October 1, 2017, it would be [nv-students-2174@lists.vccs.edu](mailto:nv-students-2174@lists.vccs.edu)
        - During the day, IT can approve this message. After hours, we are authorized to approve the message ourselves.
          - The approval code is << xxx >> (to be provided separately).
- College web-site (College PIO handles)
- Flat panel television scroll for 48 hours (College PIO handles)
- For assistance with a crime, call Lt. Anglin (703-475-0457) first; Det. Brunelle (703-638-4995) if Lt. Anglin is unavailable and the issue is urgent.

See timely warning template, page 3.

**Emergency Notifications:** Are actions that people should take because of imminent dangers to keep themselves safe.

- If it's a violent crime in progress or dangerous event is occurring send emergency notification through dispatcher prior to supervisor/others' notifications
- Emergency notification templates are found at page 16 (figure 8) of the College's Crisis Emergency Protocol: <https://www.nvcc.edu/emergency/docs/NOVACrisisCommunicationProtocol.pdf>

- Note: some Clery events, e.g., rape or burglary, may *also* require an Emergency Notification *if* the threat is ongoing.
- Notify
  1. Duty Officer
  2. Deputy Chief (or Chief, if Deputy is not available)
  3. Emergency Mgmt.: Tom Mayhew, C: 804-441-0252; O: 703-740-7731)
  4. Affected Campus Provost (see above) and other personnel, such as Facilities, Parking

Sent via:

- NOVA Alert text (email will automatically be generated for college accounts)
- Flat panels TVs
- Website
- Computer pop-ups
- Phone system (audio over phones)
- Email to all faculty and staff and students (see directions above)

### Emergency Notification Scenario Templates\*

**Active Shooter/Person with Gun (LOCATION):** Gun incident. Evacuate if possible. Hide if you cannot escape. Prepare to fight shooter if confronted.

**Assault (sexual, other) (LOCATION):** Sexual assault at (time). Police searching for suspect(s). Avoid area, stay alert!

**Bomb Threat Evacuation (LOCATION):** Bomb threat. Evacuate (BLDG) immediately. Follow instructions of authorities. Avoid area.

**Earthquake – NOTE: This message is sent when the shaking has stopped. College-Wide:** Earthquake. Evacuate-remain outside until further notice. Follow instructions from authorities.

**Explosion (LOCATION):** Explosion-evacuate immediately. Follow instructions from authorities. Avoid area.

**Fire (LOCATION):** Fire at (BLDG NAME). Evacuate if you are in that bldg. Follow instructions of authorities.

**Hazmat Spill or Leak (LOCATION):** Hazmat (spill or leak). Evacuate (BLDG NAME). Extinguish flammables. Follow instructions from authorities.

**Hostage (LOCATION):** Hostage situation. Take shelter. Follow instructions from authorities. Avoid area.

**Robbery (LOCATION):** Robbery at (BLDG NAME/STREET/ETC) at (time). Police searching for suspect(s). Avoid area, stay alert!

**Suspicious Item Evacuation (LOCATION):** Suspicious item. Evacuate (BLDG NAME) immediately. Follow instructions of authorities. Avoid area.

**Tornado Warning (LOCATION):** Tornado Warning. Seek Shelter immediately-go to Severe Weather Shelter Area.

**Test:** TEST of the NOVA Emergency Notification System. This is only a test.

*\* The templates above may require slight alteration based on unique situational circumstances. The duty officer will consult as necessary with Dispatch.*

### **Timely Warning Template**

Use the below template in email from [Novapolice@nvcc.edu](mailto:Novapolice@nvcc.edu)

**Initial Post:** July 1, 2017, 7:30 p.m.

**Subject title: On-Campus Sexual Assault at Annandale Campus**

Date & Time of Occurrence:

July 1, 2017, 1:15 p.m.

Date & Time of Reporting:

July 1, 2017, 7:00 p.m.

Location:

B-1 lot of Annandale Campus

Reported Offense:

On Saturday, July 1, 2017 at approximately 1: 15 p.m., NOVA PD was notified of a sexual assault on the NOVA Annandale Campus.

The victim stated she was walking through the parking lot when she was approached by an unknown male who while speaking with her, touched her inappropriately.

Suspect's Description:

Male, 5' 6", black hoodie, blue jeans

Vehicle Description:

None

If you have any information about this crime, call the Northern Virginia Community College Police at 703.764.5000.

**Take a Stand Against Crime**

- Request escorts from police.
- Report suspicious activity to police immediately.
- Be aware of your surroundings at all times.

Click the below link for the NOVA Clery Crime Log.

<http://blogs.nvcc.edu/crimelog/>

Northern Virginia Community College is providing this notice of a criminal incident(s) that occurred in our community in order to provide information that may help in avoiding a similar crime or provide information to solve the crime(s). This notice is also intended to meet the requirements of the "Timely Warning" provision of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act of 1998, Amended 2008, effective August 14, 2008.