

TO REPORT AN EMERGENCY OR SUSPICIOUS ACTIVITY

- Call 9-1-1
- NOVA Police at 703-764-5000
- Use the LiveSafe App www.LiveSafeMobile.com
- Speed Dial for Campus Police on College Phones

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 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.

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:

- text messaging through **NOVA Alert**.
 - **NOVA Alert** is a free notification service. You are automatically signed up for email alerts through your VCCS email address and any cell phone number you provide the College at the time you registered. To add an additional cell phone number or email account, you must register them by going to <http://alert.nvcc.edu>.
- classroom telephones
- computer pop-ups on computers owned by the College and connected to the NOVA network, while logged on to the network.
- digital flat panels
- NOVA's [Facebook](#), [Instagram](#) and/or [X](#) accounts (#NOVAAlert); and/or other social media platforms, as needed.

NOVA may use some or all systems found here: [Alert Notification Systems](#)

FIRE: Evacuate

- Activate the nearest fire alarm if it can be done safely. Call 9–1–1 from a safe location. If there are no fire alarms and safety permits, knock on doors and yell “fire” as you exit the building.
- Evacuate the building using the nearest safe exit. Do not use elevators!
- Feel closed doors with the back of your hand. Do not open if doors are hot.
- Once outside, move to the closest Assembly Area, unless otherwise instructed.
- Do not re-enter the building until authorized.

SEVERE WEATHER: SHELTER-IN-PLACE

If the area is under a 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 free of windows or glass.
- Protect your head and neck with your arms and use available furniture/material to shield yourself.
- If possible, get under a sturdy table or desk.
- Wait for the “All Clear” before leaving your shelter area.

ACTIVE VIOLENCE INCIDENT

In the crucial early moments of an active violence incident, your actions matter. Having a plan will help you respond quickly and effectively. Call 911 when safe to do so. NOVA's recommended response strategy:

- **Avoid:** Your first option should always be to get away. Know your exits, including alternate ones like windows or fire escapes. Leave your belongings behind and move to a safe location. Call 911 when safe to do so.
- **Deny:** If escape is not possible, secure your location. Lock doors, turn off lights, silence phones and stay out of sight. Barricade the entrance if possible.
- **Defend:** As a last resort, be prepared to fight back. Use improvised weapons, yell, and do whatever is necessary to stop the attacker. Your survival may depend on it.

Closing/Class Cancellations

In the event of a college-wide or campus-specific closure or delay, the decision will be announced on the home page of the NOVA website and via the College's social media channels. News of college-wide closures or delays may also be found on local radio and TV stations. Please do not call College Police for closing information; this may delay and/or interrupt critical information flow and decision-making. Familiarize yourself with the College closure Color Code System at [Color Coded Closure](#).