

## FAQs

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**Q** – Will a college official come to my classroom or office?

**A** – Maybe, but you should not wait for verification to act.

**Q** – A person wants to leave the room that we have secured ... What should I do?

**A** – Tell them that it is not a good idea. If they insist, then let them go.

**Q** – We have secured our door and people are knocking on it; should I let them in?

**A** – NO... do not let anyone in after you lock or barricade your door. Tell them to go to the gym.

**Q** – How will I know the situation is resolved?

**A** – Wait until you get an “All-Clear” message from either an official (Area Coordinator or Police Officer) or through one of the information sources listed in this pamphlet.

**Q** – What should I do during a shelter-in-place incident?

**A** – You should continue teaching, working, or studying but stay where you are, and out of the hallways. Wait for official information on what to do.

## Emergency Messages

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You can receive emergency text messages via your cell phone by signing up for AlertU. Sign up by going to [www.nvcpd.org](http://www.nvcpd.org) or via your cell phone by:

- Sending a text message to **253788** (AlertU).
- In the body of the message type **NVC**.
- After sending the message you will receive an enrollment message that you must reply to with “**Y**” to confirm you want the service.

Your service plan needs to have SMS enabled as a feature. There is no cost for the service; however, standard message rates may apply.



Napa Valley College Police  
Crime Prevention & Safety  
Phone: (707) 253-3330  
Fax: (707) 259-8031  
[www.nvcpd.org](http://www.nvcpd.org)

NVCPD-PAM-31

## Evacuation

## Shelter-In-Place

## Lockdown



## What You Need To Know



Additional information and training on what to do is available online at [www.nvcpd.org](http://www.nvcpd.org)

## Introduction

An emergency can occur anytime, and it may require you to evacuate, shelter-in-place, or lockdown in a building or area. This pamphlet contains information on what to do and how you should react.

**Information** – During an emergency the College may use any or all of the following emergency communication methods:

- ⇒ Face to Face – Area Coordinators
- ⇒ Face to Face – Police Officers
- ⇒ Emergency Text Messages (SMS)
- ⇒ Official Emails
- ⇒ Phone Messages
- ⇒ College Website
- ⇒ Loudspeakers
- ⇒ Audible Alarms
- ⇒ Local Media

The message you receive will be very brief and may not have all the details you would like ... Do not let that keep you from acting. You may also receive emergency information via word of mouth or other text messages from students and staff. Take action ... Do not wait for verification.

**Area Coordinators** – The College has appointed individuals in many areas of the campuses to help coordinate emergency activities. Coordinators can be identified by a distinctive green vest and are trained to assist in evacuations or shelter-in-place situations. More information about Area Coordinators can be found on the web at [www.nvcpd.org](http://www.nvcpd.org).

**Faculty & Staff Responsibilities** – As faculty and staff you are responsible for telling students how to respond. However, you are not required to control their

actions. If a student wants to leave, then let them go. Once a person leaves, they are out; do not let them back in.

**Reactions** – It is not uncommon in an emergency situation to be startled and feel fear because of what is going on. That is normal. Remind yourself to remain calm, recall what you have learned and be prepared to act.

## Evacuation

**Evacuation** – Evacuate if you hear a fire alarm, if you are told to do so by an Area Coordinator or college official, or if there is an obvious reason, such as after the shaking stops from an earthquake. Direct students and staff to leave the area and go to the athletic fields, which are the designated assembly area for the main campus. Close the door after the classroom or office has been evacuated and proceed to the assembly area.

## Shelter-In-Place

**Shelter-In-Place** – A building may be temporarily closed in response to a problem or security threat near a building. The purpose is to convert the building into a locked, secured and safe environment to shelter in until the problem is resolved. Close and, if possible, lock the classroom or office door. Leave your cell phone on, but put it on silent. Continue teaching or working and wait for official information on what to do. Students and staff in hallways should seek shelter in the gym and wait for official information.

## Lockdown

A lockdown is immediate action taken in response to an active shooter incident. Such an incident can occur anytime, anywhere, to anyone, and it will be unlike anything you have ever experienced. Active shooter incidents happen **very** rapidly, which means you may or may not get an “official” lockdown warning. You need to take immediate action; do not wait for an official notice.

**Call Out** – to 911. Don't assume someone else has done it. Tell 911 where you are and what you saw.

**Hide Out** – If you can't get out, then find a place to hide. Lock the door if you can. Turn out lights and be silent. Put cell phones on vibrate. Don't peek out – wait for the police.

**Keep Out** – If the door can't be locked, then block the door with whatever you can. If the door opens out, then use belts to tie the door to heavy objects.

**Spread Out** – DO NOT huddle together. Remain calm and stay focused on survival.

**Take Out** – If the shooter enters your area, assume their intentions are lethal. Fight do whatever it takes to survive ... Your life depends on it.

### Choose To Survive

On Campus to get urgent help  
via a cell phone call  
**253-3333.**