

STOP.
THINK.
ACT.



Northwest University

Emergency Procedures

www.northwestu.edu/emergency

Northwest
UNIVERSITY

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GENERAL INFORMATION

EMERGENCY PROCEDURES

Northwest University (NU) is committed to the safety and security of all members of the campus community. In an emergency, the University will provide an appropriate campus-wide response to assure safety and minimize disruption to normal activities.

All faculty, staff, and students should take time now to read and become familiar with the contents of this guide before an emergency occurs. Additional information, including specific evacuation routes, is provided on emergency signs in each building.

THE SECURITY OFFICE

The Security Office provides campus patrols to detect and deter crime and facilitate a safe environment for the people and property of our community.

Security officers have a well-established working relationship with local emergency responders and the Kirkland Police Department.

VIEW THE COMPLETE NU EMERGENCY PLAN

The complete NU emergency planning document can be viewed on the Security page of the Eagle website at eagle.northwestu.edu/go/security. Faculty, staff, and students should know in advance the specific steps to take in an emergency. Becoming familiar with the emergency plan is a vital part of the preparation.

CAMPUS EMERGENCY ALERT SYSTEMS

CAMPUS EMERGENCY ALERT SYSTEMS

The University has various systems in place for quickly communicating information to the campus community. These methods of communication include the University's text alert system, (NU-Alert), campus-wide emails, physical postings on doors, announcements from Building Emergency Coordinators, and Northwest University websites.

NU-ALERT NOTIFICATION SYSTEM

The NU-Alert System is a communication tool used to notify the campus community about any situation or condition that could threaten the safety of individuals on campus. In the event of an emergency, the NU-Alert System allows University officials to send nearly simultaneous messages via cell phone text messaging and email.

Text messaging has proven to be the quickest way for you to receive an alert about a campus emergency. To receive a text message, it is necessary for you to provide a cell phone number.

REVIEW AND UPDATE YOUR INFORMATION

You can review and update your NU Alerts, Emergency Contacts, and Missing Person Contacts information on the My Profile page of the Eagle Website: eagle.northwestu.edu/my-profile/. Please contact the Information Technology Office if you have questions about entering or updating this information.

EMERGENCY CONTACT INFORMATION

Please take some additional time to add or update your emergency contact information. While the NU-Alert System identifies "how to contact you" in the event of a campus emergency, the emergency contact information identifies "who to contact" if something happens to you.

MISSING PERSONS CONTACT INFORMATION

All students enrolled in on-campus programs are given the opportunity to specify a person that should be contacted by Northwest University if the student is determined to be missing for more than 24 hours.

REPORTING EMERGENCIES

WHAT TO DO:

To report an emergency **off campus**, dial 911. If the off-campus emergency involves a University activity, make a report to the Security Office when the emergency is over.

Emergencies can occur outside of campus buildings. Members of the campus community are encouraged to program their cell phones with the Security Department emergency line to reach assistance. The number is **425-864-1552**. Contacting Security will get you help quickly. Alternatively, **red** box emergency phones are distributed throughout the campus, outside residence hall entries, and in many academic building entries.

Security will immediately dispatch a security officer to the location of the emergency and contact 911 to relay the exact information.

To report an emergency **on campus**, call Security at 425-864-1552.

- Say: “This is an emergency” and give the dispatcher the following information:
 - your location (see campus building address list on next page)
 - the nature of the emergency
 - your name
 - the phone number from which you are calling
- Stay on the line until you are sure no further information is required.
- After notifying emergency personnel, notify building staff.
- Watch for the arrival of emergency personnel and direct them to the appropriate location.

In the case of the following emergencies, call 425-864-1552 (or 911).

- Fire
- Medical emergency
- Crime in progress

WHAT NOT TO DO:

Do not call 425-864-1552 (or 911) in case of:

- Earthquake
- Power outage

BUILDING ADDRESSES

Offices and Classrooms	Building Addresses
Amundsen Music Center	5531 111th Lane NE
The Aerie Café	5506 110th Way NE
Barton Building	11220 NE 53rd Street
Bronson Hall	5527 111th Lane NE
Butterfield Chapel	5531 111th Lane NE
Davis Administration Building	5710 108th Ave. NE
Fee Hall	5527 111th Lane NE
Graduate & Professional Studies (6710)	6710 108th Ave. NE
Argue Health and Sciences Center (Argue HSC)	5600 111th Way NE
Hurst Library	5530 110th Lane NE
Maintenance Building	5821 111th Lane NE
Millard Hall	5501 111th Way NE
Ness Building	5527 111th Lane NE
Northwest Dining Hall (The Caf)	10930 NE 58th Way
Northwest Pavilion	5416 111th Way NE
Pecota Student Center	5506 110th Way NE
Rice Hall	5527 111th Lane NE
Security Office (Crowder Hall)	5700 109th Lane NE
Wellness Center	5520 108th Ave. NE
Williams Hall	5527 111th Lane NE

BUILDING ADDRESSES

Residence Halls, Apartments and Duplexes	Building Addresses
Beatty Residence Hall	10932 NE 58th Way
Crowder Residence Hall	5700 109th Lane NE
Faculty & Staff Duplex	5816 / 5618 109th Ave. NE
Faculty & Staff Duplex	5810 / 5812 110th Ave. NE
Faculty & Staff Duplex	11022 / 11024 NE 58th Way
Faculty & Staff Duplex	11026 / 11028 NE 58th Way
Faculty & Staff Duplex	11030 / 11032 NE 58th Way
Faculty & Staff Duplex	5817 / 5819 111th Way NE
Faculty & Staff Duplex	5831 / 5833 111th Way NE
FIRs Apartments 1-24	5325 113th Place NE
FIRs Apartments 25-48	5415 113th Place NE
FIRs Apartments 49-78	5517 113th Place NE
Gray Residence Hall	10932 NE 58th Way
Guy Residence Hall	5700 109th Lane NE
Perks Residence Hall	5700 109th Lane NE
Student Apartments A	5304 114th Ave. NE
Student Apartments B	5310 113th Place NE
Student Apartments C	5338 114th Ave. NE
Student Apartments D	5320 114th Ave. NE

ARMED INTRUDER

WHAT TO DO:

- Notify Security if you are aware of any threats or have other information that makes you suspect that an event involving an armed intruder might be possible. If you are a resident student, also notify your Area Coordinator.
- Trust your instincts. Better to be wrong than to ignore warning signs of possible tragic events.
- If you know or suspect an armed intruder is present on campus, call Security and/or 911 and provide the information requested. Stay on the line until you are told that it is okay to disconnect.
- If a lockdown is initiated and you are in a building:
 - Do not leave that building.
 - Move to a securable area (such as an office or classroom) and lock the doors.
 - Close the window coverings.
 - Move away from the windows.
 - Get low on the floor.
 - In a hostage situation, stay calm, keep everyone together, and stay hidden.
 - Remain in your secure area until further direction or the all-clear is given.
 - Switch your phone to silent mode.
- If you are unable to enter a building because of the lockdown:
 - Assume that classes will be suspended until the lockdown ends.
 - Leave the area and seek safe shelter off campus.
 - Return to campus after the all-clear is given (notification will be sent via the NU-Alert notification system).

WHAT NOT TO DO:

- Do not leave your room to try to “see what’s happening.”
- Do not confront or try to apprehend the intruder.
- Do not assume that someone else has called Security and/or 911.

WHAT TO DO AFTER:

- If you witness any injuries or deaths, identify yourself to authorities as soon as it is safe to do so.

BOMB THREAT

WHAT TO DO:

Bomb threats are most commonly received by phone.

A person receiving a telephoned bomb threat should:

- Keep the caller on the line as long as possible.
- Write down all the information obtained. Ideally, take notes when the caller is talking. Refrain from speaking to anyone until your notes are complete. (Complete the bomb threat report form provided on the next page.)
- Notify the Security Office at 425-864-1552.
- Submit the completed bomb threat report form to Security, who will pass it on to the proper authorities.

For other types of bomb-related or suspicious situations:

- Check your work area for suspicious packages or bags; if found, do not touch. Report any suspicious objects to Security at 425-864-1552.
- Evacuate immediately if a bomb is discovered before authorities arrive.

WHAT NOT TO DO:

- Do not assume a bomb threat is a prank. Assume it's real.
- Do not touch, move, or cover a suspected bomb. Note its description and exact location, and report it to authorities.
- Do not use walkie-talkie devices or cell phones in the area.
- Do not activate the building alarm.
- Do not turn on/off electrical devices or switches.
- Do not use elevators.

BOMB THREAT REPORT FORM

WHAT TO DO:

Submit completed copies of this form to Security, who will pass it on to the proper authorities.

Please use the reverse side of the form to record the exact wording of the threat and any additional comments that should be noted.

REPORT FORM ON NEXT PAGE.

BOMB THREAT REPORT FORM

Background

Call received by:

Date/time:

Sex of caller:

Phone number called:

If possible, attempt to obtain the following information:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What will cause it to explode?
5. What kind of bomb is it?
6. Why did the person put it in the building?

Caller's Voice

- Calm
- Nasal
- Angry
- Stutter
- Excited
- Lisp
- Slow
- Raspy
- Accent
- Deep
- Familiar
- Ragged
- Clearing throat
- Deep breathing
- Cracking voice
- Whispered
- Disguised
- Slurred
- Rapid

Background Sounds

- Animal
- PA system
- Static
- Machinery
- Local
- Booth
- Street
- Music
- Motors
- Voices
- Tolling of bells
- House noises
- Long distance

Language

- Well-spoken
- Irrational
- Foul
- Incoherent
- Taped
- Message read

Note: Please record the exact wording of the threat and any additional comments that should be noted on a blank piece of paper.

CRIME IN PROGRESS

HOW TO PREPARE:

Follow these basic anti-crime tips:

- Do not walk alone in isolated areas.
- Do not open residence hall doors to strangers.
- Keep all doors closed and locked.
- Do not leave doors propped open or leave valuables unattended.
- Thieves know to look in your desk drawers.
- At night, look inside your car before entering or stay in your car if there are strangers around.
- Be aware of your surroundings.

WHAT TO DO:

- Call the Security Office at 425-864-1552.
- Give your name, location, and the nature of the crime in progress.
- If safe to do so, remain where you are until contacted by a Security officer.
- If safe to do so, note the criminal's height, weight, age, sex, race, hair and eye color, tattoos or facial hair, clothing, weapons, and method and direction of travel. If a motor vehicle is involved, note license plate number, make and model, color, and outstanding characteristics.

WHAT NOT TO DO:

- Do not try to apprehend or interfere with the criminal except in case of self-protection or the protection of others.

EARTHQUAKE

HOW TO PREPARE:

Make sure you know the designated evacuation site where the occupants of your building should assemble following an earthquake. Look at your surroundings and think about where you could seek shelter from falling objects. Secure overhead items in your work area to avoid injury during an earthquake. Keep a few supplies in your desk—flashlight, emergency contacts, a pair of comfortable walking shoes, and a battery-powered radio. Become familiar with all the exits in your building.

WHAT TO DO:

- Remain calm.
- If indoors, take cover under a freestanding desk or table and hold on.
- Stay away from windows, tall objects, and overhead lights.
- If no cover is available, duck and hold near an interior wall.
- Shield your head and face from falling debris.
- If outdoors, move away from buildings, utility wires, trees, and all other overhead obstructions.

WHAT NOT TO DO:

- Do not rush outside. Many earthquake injuries occur due to falling debris just outside doorways.
- Do not use the elevators.
- Do not use the telephone, and do not call 911 or 425-864-1552 unless a real emergency exists (e.g. fire, injuries, or serious damage).
- Do not use matches, lighters, or other open flames, and do not turn on lights or electrical equipment.

WHAT TO DO AFTER:

- Check for injuries to yourself and others. Report serious injuries to the Security Office at 425-864-1552. Administer first aid if necessary. Do not move seriously injured individuals unless necessary.
- Evacuate the building if it is damaged, if there are gas leaks or fires, or if directed to do so by University officials. Move away from the building to a designated evacuation area.
- Use extreme caution in rescue attempts if others are trapped. If possible, wait for trained personnel to guide rescue efforts.
- Make note of people who are missing and report them to a Building Emergency Coordinator (BEC). A BEC will be at each designated evacuation location and can be identified by an orange traffic vest.

EVACUATION SITES

WHAT TO DO:

- Follow evacuation procedures explained by your Building Emergency Coordinator (BEC) in case of an emergency that requires you to leave the building.
- Locate and memorize your evacuation site as listed on the next two pages.

EVACUATION LOCATIONS

Buildings	Primary Location	Secondary Location
Amundsen Music Center	Pavilion	Pecota
Aerie	Pavilion	Greeley Parking Lot
Barton	Soccer Field	Chapel Lot
Bronson Hall	North Parking Lot	South Parking Lot
Butterfield Chapel	Barton Parking Lot	Pavilion
Davis	NU Hope Parking Lot	Crowder Parking Lot
Fee Hall	South Parking Lot	North Parking Lot
6710	West Parking Lot	Fire Department Lot
Argue HSC	South Parking Lot	Courtyard by Flagpole
Hurst Library	Tennis Court	Courtyard by Flagpole
Maintenance Building	Argue HSC North Lot	Basketball Court
Millard Hall	Courtyard by Flagpole	Chapel
Ness Building	North Parking Lot	South Parking Lot
Northwest Dining Hall (The Caf)	Davis East Lot	Greeley Parking Lot
Northwest Pavilion	Pecota Lot	Greeley Parking Lot
Pecota Student Center	Pavilion	Greeley Parking Lot
Rice Hall	South Parking Lot	North Parking Lot
Security Office (Crowder Hall)	Crowder Parking Lot	Greeley Parking Lot
Wellness Center	Greeley Parking Lot	Crowder Parking Lot
Williams Hall	South Parking Lot	North Parking Lot

EVACUATION LOCATIONS

Buildings	Primary Location	Secondary Location
Beatty Residence Hall	Davis West Lot	Caf Parking Lot
Crowder Residence Hall	Crowder Parking Lot	Greeley Parking Lot
Duplexes	Basketball Court	Caf Parking Lot
FIRs Apartments 1-24	Student Apartment Lot	Barton
FIRs Apartments 25-48	Student Apartment Lot	Barton
FIRs Apartments 49-78	Student Apartment Lot	Barton
Gray Residence Hall	Davis West Lot	Caf Parking Lot
Guy Residence Hall	Crowder Parking Lot	Tennis Court
Perks Residence Hall	Tennis Court	Crowder Parking Lot
Student Apartments A	Student Apartment Lot	Barton
Student Apartments B	Student Apartment Lot	Barton
Student Apartments C	Student Apartment Lot	Barton
Student Apartments D	Student Apartment Lot	Barton

FIRE OR EXPLOSION

WHAT TO DO:

- Report a fire by calling 911 and then contact the Security Office at 425-864-1552.
- Sound the fire alarm.
- Evacuate the building.
- Alert Security if someone with disabilities requires assistance evacuating the building.
- Notify Building Emergency Coordinators (BECs) and other emergency officials if you suspect anyone may be trapped in the building.
- If clothing catches fire: **stop, drop, and roll. Do not run.**
- If caught in heavy smoke, drop to hands and knees and crawl; hold breath as much as possible; breathe shallowly through nose; and use a blouse, shirt, or jacket as a filter.
- If trapped by fire, place a wet towel or other clothing at the base of the door to prevent smoke from seeping in. Use a phone to request assistance by calling Security 425-864-1552, or yell out a window for assistance.
- Retreat. Close as many doors as possible between you and the fire. Be prepared to signal from windows, but do not break glass unless absolutely necessary, as outside smoke may be drawn in.

WHAT NOT TO DO:

- Do not attempt to extinguish a fire by yourself unless it is very small and localized. Always call 911 and then Security (425-864-1552) for assistance.
- Do not ignore alarms or assume they are false alarms.
- Do not use elevators.
- Do not return to your building until you are notified that it is safe to do so by University officials.

HAZARDOUS MATERIAL SPILL

WHAT TO DO IF A SPILL OCCURS INSIDE:

- Immediately evacuate the building.
- If you cannot evacuate, go to a protected, interior area of a building where toxic vapors are reduced. Close all windows and doors. Seal gaps under doorways and windows with wet towels and duct tape or similar thick tape.
- If there is risk of an explosion, close all shades and draperies. Stay away from the windows to prevent injury from flying glass.
- If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.

WHAT TO DO IF A SPILL OCCURS OUTSIDE:

- Move uphill and upwind; hazardous materials can be transported quickly through air and water.
- Go to a protected, interior area of a building where toxic vapors are reduced.
- Notify the Security Office (425-864-1552) from a safe location as soon as it is practical.

WHAT NOT TO DO:

- Do not attempt to clean up a spill.
- Do not touch or step in spilled materials.

WHAT TO DO AFTER BEING EXPOSED TO:

Corrosives (i.e. acids). These are substances that cause visible destruction or permanent changes of the skin tissue upon contact.

- Wash your eyes for 15 to 20 minutes if they are affected. Eyelids must be open; do not rub the injured area.
- Get under a shower; remove all clothing; wash with soap and water.

Flammables. These are liquids with a flash point below 100 degrees Fahrenheit with gases that burn readily.

- Turn off the main electricity and gas jets.
- Evacuate the building.

HAZARDOUS MATERIAL SPILL (cont.)

Toxics. These are poisonous substances.

- Wash your hands.
- Discard contaminated clothing or objects.
- Use the appropriate antidotes.

Reactive (i.e. chemicals). These are substances that can undergo a chemical or other change that may result in an explosion, burning, and corrosive or toxic conditions.

- Close all doors.
- Evacuate the danger area.
- Follow decontamination instructions from local fire or health authorities.

MEDICAL EMERGENCY

WHAT TO DO:

- Report all medical emergencies to the Security Office at 425-864-1552.
- Look for an emergency medical bracelet.
- Indicate your location, the nature of the medical problem, and your name.
- Remain with the victim until Security or emergency personnel arrive.
- If you are trained, give first aid.
- Be aware that NU is equipped with AEDs (Automatic Emergency Defibrillators) to assist heart attack victims. AEDs are in the following locations:
 - Barton first floor
 - Argue HSC first floor
 - Security Office in Crowder
 - Pavilion
 - Library main level
 - Wellness Center

WHAT NOT TO DO:

- Do not move the victim unless there is an immediate threat to safety.

TERRORIST ATTACK

or Other Off-Campus Disaster

HOW TO PREPARE:

Stay alert and aware of your surroundings. Become familiar with emergency responses to chemical, biological, nuclear/radiological, and explosive events.

WHAT TO DO:

- Notify the Security Office at 425-864-1552 if you notice any suspicious activities. These could include a rental truck parked in an unusual location, an unaccompanied object or package, or unusual odors or powders.
- Notify the NU Wellness Center if you are ill, especially if you notice that others have similar symptoms.
- Obey all instructions if a quarantine is determined to be necessary by the University or local health officials.
- Be wary of mail from an unknown person, especially if the envelope or package appears to contain any sort of powder, stain, or unusual odor. Do not open it; instead, report it to Security (425-864-1552).
- If you do open mail that contains an unusual substance, leave your room immediately and tell others in or near your room to evacuate the building.

ADDITIONAL INFORMATION | FAQ

Q. Where can I find the NU Emergency and Crisis Management Plan?

A. The plan is online at eagle.northwestu.edu/go/emergency-plans/.

Q. I've been hearing recommendations on the news for shelter-in-place. What is that?

A. Shelter-in-place is not a new concept. In case of a chemical, biological, or radiological attack, there may not be time to evacuate an area before the wind carries the particles away from the point of origin. To prevent exposure to these agents, buildings can provide a barrier against airborne chemical or biological agents, and clean air can be trapped inside of buildings, providing hours of breathable air. With time, prevailing winds can carry the hazard away, making it safe to leave again. Shelter-in-place instructions can be found online at the Washington State Department of Health Emergency Preparedness website: <http://www.doh.wa.gov/emergencies/EmergencyPreparednessandResponse/factsheets/shelterinplace>.

Q. What do I do if there is an emergency or I see something suspicious?

A. Any threat or real risk that puts lives in immediate danger should be reported to the Security Office at 425-864-1552. If you are off campus, call 911.

Q. Why should I contact the Security Office before Kirkland emergency services?

A. Security will be able to dispatch a security officer to your location immediately. Since every building on campus has its own unique address, the Security Officer will contact Kirkland Fire or Police departments and direct them to the exact location. Without accurate information, the fire or police departments often lose valuable time seeking the location of the emergency.

ADDITIONAL INFORMATION | FAQ (CONT.)

Q. What types of activities should I be looking for?

A. In addition to obvious criminal activity or emergencies such as an explosion, examples of suspicious activity can include:

- A package or bag left unattended.
- Overhearing someone use or threaten to use a gun or other weapon, place a bomb, or release a poisonous substance into the air.
- Someone you do not recognize is in a non-public area of a building.
- In general, trust your intuition. If you are aware of a possible terrorist threat, you will be alert to unusual activity. If you have a gut reaction, nagging suspicion, or general concern, do not discount your feelings.
- Contact Security (425-864-1552), who can then investigate the situation.

Q. What should I do if I have a concern about a person (on- or off-campus, including members of the NU community) who might present a potential threat of harm to others?

A. If there is an immediate danger, contact the Security Office at 425-864-1552. Any threat of criminal activity or potential violence should also be reported to Security promptly, regardless of the source.

If there are incidences, behaviors, comments, etc. that lead you to believe that a student could be a threat, this information should be relayed to the Dean of Student Development at 425-889-6397 or 425-889-5234. If there are incidences, behaviors, comments, etc. that lead you to believe that other individuals (including employees) could be a threat, this information should be reported to Security.

Q. There is a lot of discussion about a chemical, biological, or radiological (CBR) attack. If there is a CBR attack, what should I do?

A. Remain indoors; close windows and doors (blocking space under the door with towels, blankets, or spare clothes); and turn off ventilation systems (heat, bathroom fans).

Q. What will the University do in response to a CBR attack?

A. We will follow a building closure process similar to a lockdown, indicating that persons should remain inside and keep doors and windows closed. Ventilation systems will be shut down as needed.

ADDITIONAL INFORMATION | FAQ (CONT.)

Q. How long will a lockdown last in a CBR attack?

A. Although it is hard to determine, in most CBR attacks, clouds of particles will usually pass over an area within a few hours.

Q. What about food and water during an extended lockdown?

A. Campus dining services are prepared to respond by providing food, water, etc. Some supplies will be stored in campus housing locations.

Q. What about using the restroom during a lockdown?

A. Unless specifically advised by city authorities, it is generally believed that use of restroom facilities and plumbing will be safe.

Q. How will we be told when an emergency is over or it is safe to leave?

A. During an emergency, notifications, updates, and instructions will be sent via NU-Alert and announced by Building Emergency Coordinators (see NU Emergency Plan: eagle.northwestu.edu/go/emergency-plans/).

Q. What is the University's policy for identifying and responding to missing person situations?

A. If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify the Security Office at 425-864-1552. Security personnel will generate a missing person report and initiate an investigation. The University may investigate circumstances for non-residential students who are missing out of concern for student well-being when it is determined that the University might be able to assist the student.

After investigating the missing person report, should Security personnel determine that the student is missing and has been missing for more than 24 hours, the Kirkland Police Department will be notified. The University may notify appropriate authorities without delay when it has reason to believe the student is endangered or missing under involuntary circumstances. The student's missing person contact will be notified no later than 24 hours after the student is determined to be missing. If the missing student is under 18 years of age and is not an emancipated individual, NU will notify the student's parent or legal guardian immediately after it has determined that the student has been missing for more than 24 hours. A student's confidential missing person contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

ADDITIONAL INFORMATION | FAQ (CONT.)

Q. What steps should individuals and families take for personal preparedness?

A. Refer to the excellent resources available on the Washington State Department of Health Emergency Preparedness website: <http://www.doh.wa.gov/emergencies/EmergencyPreparednessandResponse>.

- Establish a family communications plan.
- Program your cell phone with an “In Case of Emergency” or ICE contact number. This phone number can be used to notify your emergency contacts if you’re involved in an emergency.

