INTRODUCTION

To ensure a safe campus, at Northern Arizona University, we must work together as a community to be prepared for any emergency, should one occur. NAU continually prepares and acquires resources to promote a safer and more prepared campus for all students, faculty, and staff. We may not receive notice prior to the next major emergency, so preparation remains very important. Please take a moment and review the information presented in this booklet so that you may assist in your role of keeping NAU a safe place to learn and work.

Sincerely,

Marc W. Burdisss

NAU MOBILE APP

The official NAU application for mobile devices is available for IOS and Android devices and delivers many important features for students, faculty, and staff at NAU. In addition to the useful features used every day, the application has an emergency feature that will provide you with important emergency numbers and fact sheets on how to prepare and respond to different campus emergencies.

- Blackboard Learn for students and faculty, for access to course information
- Inside NAU for the latest news
- University directory
- Interactive Flagstaff mountain campus map
- Real-time tracking of on-campus and Mountain Link bus services
- Emergency Dialer and Preparedness Information
- NAU Athletics news
- Campus photographs
- And much more
**FIRE**
- Pull the nearest fire alarm pull station
- Leave the building immediately using the closest emergency exit
- Call NAU Police (928) 523-3000 or 911 when safe to do so
- Assemble in your buildings designated area
- Re-enter building ONLY when instructed by officials

⚠️ Do not assume the alarm is false
- Do not use elevators
- Try to help others evacuate if you can do so safely
- If you can’t escape, close all doors between you and the fire, go to the nearest stairwell or area of refuge and call NAU PD at 911 or (928) 523-3000 to report your location

**SEVERE WEATHER**
Thunderstorms and lightening are the most common type of severe weather in the Flagstaff area. However, winter storms, flash flooding, and tornadoes can and have occurred. Check with [www.wrh.noaa.gov/fgz](http://www.wrh.noaa.gov/fgz) or follow the National Weather Service on Twitter @NWSFlagstaff for up-to-date weather advisories and information.

**Shelter in Place** for severe thunderstorms and tornadoes
- Seek shelter indoors in a low part of the building
- Move to a windowless interior room away from interior hazards or chemicals
- Monitor weather advisories and local media
- Take cover under a sturdy object or against an interior wall
- Wait for an all clear or the tornado warning’s expiration before leaving your safe space

**WEATHER TERMS:**
- **WATCH**: Conditions are favorable or expected
- **WARNING**: Conditions are occurring or imminent

**EARTHQUAKE**
- **Drop** to the ground, take **cover** under a sturdy object, and **hold on** until shaking stops
- If a sturdy object is not available, move to a corner of a room, get low and cover your head with your arms
- Stay away from windows, exterior walls, or anything that could fall or topple onto you
- Do not use elevators

**ASSISTING PEOPLE WITH FUNCTIONAL DISABILITIES**

**Blind or Visually Impaired:**
- Clearly announce the emergency
- Offer your arm for guidance
- Lead the person and alert them to obstacles

**Deaf or Hard of Hearing:**
- Turn off the lights to get the person’s attention
- Indicate directions with written notes or with gestures

**Mobility-Impaired:**
- Guide the person to the nearest exit stairwell or area of refuge
- Never use elevators
- Press the emergency call box or call NAU Police at (928) 523-3000 or 911 to report your location
- Stay with the person if it can be done without unreasonable risk to your safety
- If danger is imminent and the person requests assistance before emergency responders arrive, find volunteers to evacuate the person per his/her instructions

**MEDICAL EMERGENCY**
- Call NAU PD at (928) 523-3000 or 911 immediately
- Provide the location, nature of injury or illness, current condition of the victim, and other requested information
- Remain on the phone until directed to hang up
- Stay with the victim
- Do not move the victim unless he/she is in immediate danger

**UTILITY FAILURE**
Utility failures include power outage, gas leaks/unusual odors, flooding/plumbing, broken or malfunctioning life safety equipment, or elevator entrapment
- Call NAU PD Dispatch at (928) 523-3000 or Facility Services at (928) 523-4227
- Be prepared to provide failure type and location
- University officials may evacuate a building due to utility failures
LABORATORY ACCIDENTS

HAZARDOUS MATERIAL SPILL
- Do not attempt to clean
- Secure the area, call NAU PD (928) 523-3000 or 911, and provide information on location and type release

BIOLOGICAL SPILL
- Do not attempt to clean unless properly trained in managing chemical spills
- Secure the area, call NAU PD (928) 523-3000, and provide information on location and type release
- Evacuate all personnel from the immediate work and/or laboratory area; if the chemical release has the potential to impact larger area, activate the building’s fire alarm and follow evacuation procedures

SUSPICIOUS/UNUSUAL PACKAGE OR MAIL
- Do not open the item
- Leave the area and close all doors behind you
- Call NAU PD (928) 523-3000 or 911 immediately and provide a detailed description of the item(s) and location

SUSPICIOUS PERSON
- Call NAU PD (928) 523-3000 or 911
- Do not confront the person or let the suspicious person into a locked building or office
- Do not block the person’s access to an exist

BOMB THREAT
Obtain as much information as possible from the caller and report the threat immediately to NAU PD (928) 523-3000 or 911

Be sure to note:
- Precise time of the call
- Caller’s exact words
- Noticeable characteristics of the caller (gender, age, calm/angry, excited/slow, etc.)
- Information regarding the device and possible location
- Background sounds (machine, voices, street noises, music, etc.)
- Threat language (well spoken, taped, irrational, foul, incoherent, etc.)

Ask the person questions, such as:
- Where is the bomb located?
- When will the bomb exploded?
- What does the bomb look like?
- What kind of bomb is it?

- What will cause it to explode?

VIOLENCE/ACTIVE SHOOTER
If an active shooter is in your vicinity

- Call NAU PD (928) 523-3000 or 911 when it is safe to do so and provide information, including the location and number of shooters, descriptions of the shooter(s) weapons used, and number of potential victims

- Get Out
If there is an accessible escape path, attempt to evacuate the premises:
- Have an escape route and plan in mind
- Evacuate regardless if others agree to follow
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people

- Hide Out
If evacuation is not possible, find a place to hide where the active shooter is less likely to find you:
- Hide in an area out of the shooter’s view
- Provide protection if shots are fired in your direction
- Lock the doors
- Block entry to your hiding place with heavy objects or furniture pieces
- Do not trap yourself or restrict your options for movement
- Silence your cell phone and stay quite
- Wait for law enforcement

- Take Out
As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter by:
- Acting as aggressively as possible against him/her
- Yelling
- Throwing items and improvising weapons
- Committing to your actions

*Adapted from DHS Active Shooter Guidelines

ACTION TERMS:
Get Out: Leave an area or building and move to a safe area

Hide Out: Take immediate shelter indoors and isolate yourself away from the threat
IMPORTANT NUMBERS:

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<th>Service</th>
<th>Emergency</th>
<th>Non-Emergency</th>
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<td>NAU PD</td>
<td>(928)523-3000</td>
<td>(928)523-3611</td>
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<tr>
<td>NAU Safety Escort Service</td>
<td>(928)523-3611</td>
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<tr>
<td>National Suicide Prevention Lifeline</td>
<td>(800)275-8255</td>
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<tr>
<td>Flagstaff Police Non-Emergency</td>
<td>(928)774-1414</td>
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<td>NAU Motorist Assistance</td>
<td>(928)523-9066</td>
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<td>NAU Campus Health Services</td>
<td>(928)523-2131</td>
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<td>NAU NOW Line</td>
<td>(928)523-0007</td>
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<tr>
<td>Arizona Poison and Drug Information Center</td>
<td>(800)222-1222</td>
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<tr>
<td>Flagstaff Medical Center</td>
<td>(928)779-3366</td>
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<tr>
<td>NAU Counseling Services Psychological</td>
<td>(928)523-2261</td>
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<tr>
<td>Flagstaff Medical Center</td>
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EMERGENCY PREPAREDNESS READY NAU

MAKE A PLAN

Evacuation:
- Know alternate exit routes
- Identify assembly area (near and far)

Shelter-in-Place:
- Identify a safe location to shelter
- Know how to protect and isolate yourself from the threat

Communication:
- Consider a variety of ways to keep in contact with family, friends, roommate, and co-workers

People with Disabilities/Functional Needs:
- Include family, friends, roommates, and co-workers in your plan by helping them understand your needs during an emergency

BUILD A KIT

Have at least three days of supplies to sustain yourself.

Recommended items*:
- Water (one gallon per person per day)
- Non-perishable food
- Flashlight & extra batteries
- First aid kit
- Radio & extra batteries
- Medications & items for unique needs
- Cash & some change
- Clothes and comfortable shoes
- Important documents
- Filter mask or cotton t-shirts
- Moist towelettes, garbage bags & plastic ties
- Plastic sheeting & duct tape
- Whistle
- Mobile device charger

*Adapted from Ready.gov

BE INFORMED

www.nau.edu/naualert is the university’s principle method used for communicating emergency related information to the NAU community.

NAU Alert provides notifications to mobile devices and email accounts. Local media such as 91.7FM, 1680AM, and TV channel 4, delivers additional community awareness.

TIPS:
- Always carry your NAU ID card
- Keep NAU Alert contact information up-to-date
- Know your location, the location of exits, first aid kits, blue phones, and fire extinguishers
- Program NAU PD and personal I.C.E (in case of emergency) numbers into your mobile device
- Report unusual/suspicious activities or items to the NAU PD