

Emergency Response and Evacuation Procedures:

- The indoor PA system (primary), mass email (secondary) and emergency text system (secondary) is used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the Northwest campus.
- Northwest will immediately determine the content of the notification message and initiate the notification system, unless the notification will, in the professional judgment of Campus Safety, the Emergency Coordinator, and the Emergency Response Team based on available information, will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. “Pre-packaged” content will be prepared for likely emergency scenarios.
- Once information is received of a potential emergency, Campus Safety will investigate to confirm as soon as possible that there is a significant emergency. Once confirmation is obtained, Campus Safety will notify the Emergency Coordinator. They will, in turn, notify the President who will convene the Emergency Response Team. Once the President is notified, the content of the notification will be presented to the President for his approval, and the notification system will be initiated.
- In addition to the above personnel, University Relations will assist with drafting and editing of notification content, depending on the initial urgency of notification system initiation.
- The Emergency Response Team will decide on a case-by-case basis upon convening for a specific emergency the most appropriate means of disseminating emergency information to the larger community. Possible channels include press releases, press conferences, the University website, the public radio station on campus, other media, as well as partnering with local public health, law enforcement, and health and medical service agencies.
- Northwest will test its emergency response and evacuation procedures on at least an annual basis. At a minimum, Northwest will conduct an annual announced Spring drill in conjunction with the Missouri State Tornado Drill. In addition, the Fire Alarm system will be tested, along with possible corresponding drill for fire evacuation. Also, Northwest has embarked on a series and schedule for progressively more complex exercises and drills (starting with announced drills with plans for future unannounced drills) on additional scenarios which will be completed over the next 12-15 months.