

NWIC EMERGENCY & ADVERSE WEATHER PROCEDURES

WHERE TO FIND OUT: Generally after 6:30 a.m., employees and students may find closure information on the following radio stations, TV Station or websites:

- **KAFE 104.1FM**
- **KGMI 790AM**
- **KISM 92.9FM**
- **KPUG 1170AM**
- **www.nwic.edu**
- **www.kgmi.com**
- **www.bellinghamherald.com**
- **www.komonews.com "KOMO 4 News TV"**

ADMINISTRATIVE CLOSURE DECISIONS

An Emergency Closure is considered an Administrative decision and can only be made by the President, Vice-Presidents, or members of the Emergency Management Team.

LUMMI NATION CLOSURE ACTIONS

The Lummi Nation School actions may precipitate NWIC closures for adverse weather conditions. However, this may not be always assumed for every situation; students and staff should check the radio stations or websites for definitive closure decisions.

EMERGENCY PHONE TREE OR EMAIL

In many emergent situations the NWIC Emergency Phone Tree system will be implemented to inform all staff of the current situation and administrative decisions made regarding closures, late arrival, and early release. This system of communication is a flow down phone system having supervisors call his/her employees. Staff may also be informed by phone or email during working hours on emergent situations, early release, hazardous condition warnings, and special weather forecasts.

RESIDENTIAL HOUSING

Residential Housing staff and food service personnel are expected to be available at his/her regular work station during emergency closure periods as students will be in the housing during all emergency situations. NWIC will provide alternative food and transportation services for Kwina Housing and/or Campus housing residents if and when emergency situations arise.

Contact: Residence Life Center, (360)392-4242

OPEN HOURS SECURITY ASSISTANCE

In the event of a medical or other type of emergency or security situation, call 911. Strange behavior of strangers or community members on campus should be reported immediately to 911, and then to institutional staff: Human Resources **(360)392-4268** or Student Support Services **(360)392-4255**.

Any strangers on campus asking for the whereabouts of staff are to be referred to the Human Resources Office (building 2) **(360)392-4268**, for students to the Student Services Office (building 17) **(360)392-4263**. This also applies to Lummi Law & Order or representatives from other jurisdictions.

AFTER HOURS SECURITY ASSISTANCE

In after-hours emergency situations, first call 911, and then call campus security, **Jerry Emory Security Mgr. (360)927-5880**, **Security Officer Jesse Wall (360)303-5581** If security cannot be reached, call one of the following:

Dave Oreiro, VP Campus Development
(360) 393-7546

Jon Davis, Maintenance Director
(360) 815-4781

Linda Schnell, Human Resources Director
(360) 202-0585



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Emergency Preparedness & Response Brochure

LUMMI CAMPUS

PRESENTED BY THE EMERGENCY
MANAGEMENT TEAM

Dave Oreiro, VP Campus Development
393-7546

Linda Schnell, Human Resources Director
(360)220-0585

Jerry Emory, NWIC Security Manager
(360) 927-5880

Jon Davis, Maintenance Director
(360) 815-4781

UPDATED: December 1, 2014

GENERAL INFORMATION

NWIC Administration strives to maintain a safe and secure campus for students, staff, and visitors. Every member of the NWIC community shares the responsibility for preserving a safe learning environment. As a student or staff member, increased awareness can minimize crime on campus. When individuals on campus are alert, share safety tips, look out for others, and report suspicious activity promptly, they may help to eliminate unlawful activity.

Emergencies may include a range of situations, including but not limited to fire, natural disasters, inclement weather and potential security threats such as assault. Information on how NWIC responds to such emergencies is available in the Safety and Security Manual. In an emergency situation all employees are expected to be in their respective work areas unless otherwise announced or directed.

EMERGENCY CLOSURES

All employees will be notified by their immediate supervisors or assigned personnel by the emergency phone list (tree) regarding emergency closures. All staff should become familiar with this process in order to maintain continuity and open communication.

Emergency closures may occur before the work day begins or during normal working hours. Emergency closure implementation is determined by ranking members of the Administration (President or Vice-Presidents) and/or by the Emergency Management Team (D. Oreiro, L. Schnell, J. Davis and J. Emory).

Emergency Closures can occur for power outages, water and sewer shut downs, flood conditions, imminent storm or snow conditions, road closures and human or natural disasters.

WHAT TO DO IN CASE OF EMERGENCY

EXTENDED CAMPUS CLOSURES

Emergency Closures at the Lummi site do not necessarily pertain to the Extended Campus sites. Weather permitting, extended campus sites will continue normal operations unless directed by their respective Tribal Office Emergency Closure procedures.

NWIC sites will institute emergency closures at respective off campus sites when Tribal authorities announce closures of their respective offices and schools.

Distance Learning and Extended Campus Administrative staff must be notified by their respective site coordinators or instructors when closures occur.

FLOOD CONDITIONS

Flood conditions are a regular occurrence in Whatcom County. The Lummi Reservation is annually flooded due to the close proximity of the Nooksack River. Marine Drive (road to Bellingham), Ferndale Road and Slater Road occasionally become inundated with water causing traffic to be rerouted. Staff should follow detour signs in order to stay out of harm's way.

During flood occurrences, Haxton Way traffic will be stopped from entering and leaving the Reservation when Haxton Way becomes flooded. When this occurs, the Lummi Island ferry may be rerouted to take passengers to Bellingham from the Gooseberry ferry landing. Unless otherwise announced or directed, all employees are expected to be in the respective work areas.

SNOW & ICY CONDITIONS

Occasionally it snows in the Whatcom County lowlands. In the event of snow and icy road conditions that don't warrant closures of the campus or off-campus sites, the following procedures are to be implemented and followed: If safety permits, normal business hours will be maintained. In the event of inclement weather, a grace period of 30 minutes is allowed for safe travel to and from the college. Each employee is responsible for notifying his or her appropriate supervisor regarding late arrival and early departure to and from the work site. In extreme weather situations or road conditions, supervisors may approve up to four hours of inclement weather travel time for safe travel of an employee or employees.

CAMPUS LOCKDOWN

In extreme cases, a campus lockdown may occur. Notification will be announced on the campus speaker system, through "All Staff" emails, emergency lights, and sign postings (if time permits). All staff, students, and visitors will remain indoors with all doors and windows closed and locked.

Staff, students and visitors not aware of the lock-down must be informed and moved to a safe environment by the safest method possible.

When the emergency is over, announcements will be made over the campus speaker system, in emails and by administrative staff. Lock downs are very serious situations and every one's cooperation and understanding is critical in such an emergent situation.