

IN THE EVENT OF AN EMERGENCY

NAIT will use a variety of communications tools to notify students and staff.

DISPLAY SCREENS

NAIT has display screen on Main Campus, as well as one at the main entrance to Souch Campus and one in the Patricia Campus cafeteria. In the event of a serious emergency, the display screens may be used to provide information.

WEB

Updates will be posted on the Protective Services website: www.nait.ca/security. During a serious emergency, alerts will be posted on the Staff and Student Portals, as well as the NAIT website..

E-MAIL

Depending on the severity of the emergency, staff will receive an update via e-mail..

FACEBOOK, TWITTER

In a serious emergency, all fans of the NAIT page on Facebook will be messaged and the NAIT Twitter account updated. Facebook and Twitter are available via cellphone, allowing you to receive updates on the go. For links to NAIT on Facebook and Twitter, select Emergency Procedures from the Protective Services website (www.nait.ca/security).

AN INSTITUTE OF TECHNOLOGY
COMMITTED TO STUDENT SUCCESS
www.nait.ca/security



EMERGENCY PREPAREDNESS

NAIT PROTECTIVE SERVICES

IN AN EMERGENCY
DIAL 911
AND PROTECTIVE SERVICES AT
780.471.7477
UPDATED OCTOBER 2011

INFORMATION

This emergency guide is produced for NAIT staff, faculty and students. In order to receive additional copies of this guide or for information on emergency preparedness, please contact:

NAIT PROTECTIVE SERVICES

780.471.7477
or visit our website: www.nait.ca/security

EMERGENCY CONTACTS

NAIT PROTECTIVE SERVICES

780.471.7477

HEALTH SERVICES

Main: 780.471.8733
Souch: 780.378.1045
Patricia: 780.453.5438

OCCUPATIONAL HEALTH AND SAFETY

780.471.8733

MAINTENANCE SWITCHBOARD

780.471.7566

GENERAL EVACUATION

IF YOU DISCOVER A FIRE

- Activate the nearest fire alarm pull station (indicated on Emergency Evacuation Floor Plans).
- Call 911 and NAIT Protective Services at 780.471.7477.
- Evacuate the building.
- Gather at the nearest emergency meeting point.

IF YOU HEAR A FIRE ALARM

- If possible, secure equipment, cash registers, doors, etc.
- Do not lock doors.
- Follow the evacuation procedures and exit via the nearest safe exit. Do not use elevators.
- Assist individuals with mobility disabilities to an emergency stairwell. One person must remain with them until help arrives.
- Provide information about the fire and disabled individuals to the Fire Department.
- Do not re-enter the building until permission is given by the Fire Department and the all clear message has sounded.

IF YOU CANNOT EVACUATE

- Close the doors between you and the fire.
- If possible, call 911 and advise the Fire Department of your situation; also contact NAIT Protective Services at 780.471.7477.
- Keep exit routes and fire safety equipment unobstructed and report any fire hazards to NAIT Protective Services.

LOCKDOWNS

IF YOU ARE IN AN OFFICE, CLASSROOM OR HALLWAY

- Assess your situation as best you can and take action.
- Do not go towards the sound of gunfire to investigate and/or help. Get away from the area.
- If you can escape, get out and stay out. Find the nearest exit and proceed to a safe location.
- Call 911 and NAIT Protective Services at 780.471.7477.
- When police respond, do as they tell you.

IF YOU CANNOT ESCAPE

- If you cannot get out of the area, but are somewhat distant from the shooting, consider locking down as an option.
- Find a secure room.
- If safe to do so, look for victims in the hallway before securing the door.
- Stay quiet and out of sight.
- Stay low to the floor.
- Do not open the door to investigate.
- Call 911 and NAIT Protective Services at 780.471.7477.
- When police respond, do as they tell you.

DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS GIVEN!

Once the threat is over, NAIT Protective Services will play an all-clear message

BOMB THREATS

Bomb threats usually come in via telephone but can be received through other means.

IF YOU RECEIVE A BOMB THREAT

- Report it immediately to NAIT Protective Services at 780.471.7477.
- Advise your Instructor, Supervisor or Department / Program Chair.
- Remain calm and obtain as much information as possible.

IF YOU FIND A SUSPICIOUS ITEM

- Call NAIT Protective Services at 780.471.7477.
- Inform your Instructor, Supervisor or Department / Program Chair.
- Do not touch or move the item.
- Do not operate cellphones or handheld radios within 30 metres of the object.
- Open all windows in the immediate area.
- Evacuate the immediate area.

TO EVACUATE

- Follow the emergency evacuation procedures, as you would for a fire.
- Do not re-enter the building until instructed to do so by NAIT Protective Services.
- YOU MUST REMAIN A MINIMUM OF FIVE METRES FROM THE BUILDING.

INFLUENZA/ PANDEMIC

Influenza is an infection of the lungs and airways caused by a virus. It usually affects people in Alberta from November until April. You can protect yourself and keep it from spreading by taking some precautions. To limit the spread of germs and prevent infection:

- Wash your hands often, using plenty of soap and warm water. If that's not possible, use alcohol-based sanitizer liquids.
- Cover coughs and sneezes with tissues. Or, if necessary, cough into your sleeve.
- Stay away from others as much as possible when sick.
- Stay home from work and school if you become sick.
- Get an annual flu shot.
- Get plenty of rest and strive to stay healthy with proper nutrition and exercise.

ENVIRONMENTAL RELEASE

During an environmental release, you may be required to shelter-in-place. Shelter-in-place during an environmental release means selecting a small, interior room, with no or few windows, and taking refuge there.

- Bring everyone into the room. Shut and lock the door.
- Ask others in the area to stay – not leave.
- Close and lock all windows, exterior doors and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds or curtains.
- Select a room with the fewest windows or vents.
- Call 911 and NAIT Protective Services at 780.471.7477 if you require medical assistance.
- Use duct tape and plastic sheeting (garbage bags) to seal all cracks around the door and any vents into the room.

NAIT Protective Services will play an all clear message once the danger has passed.

MEDICAL EMERGENCIES

Medical emergencies can strike anywhere and at anytime. Should an emergency occur in your area

- Make the area safe for you and others. Turn off any equipment or remove hazardous items, if safe to do so.
- Provide initial first aid, if possible. If injuries are life-threatening, call 911.
- Call NAIT Protective Services at 780.471.7477. During normal business hours, they will ensure Health Services is contacted as well. Advise Protective Services if 911 has already been called or is required.
- Advise your Instructor or Supervisor of the situation.

SEVERE WEATHER

In the event of severe weather, you may be required to shelter-in-place

TO SHELTER-IN-PLACE

- Stay indoors when a severe storm strikes.
- Do not travel unless it is urgent.
- Large hailstones can shatter windows, so stay away from windows, skylights and doors.
- Avoid using cellphones or coming in contact with metal objects.
- Close any blinds to prevent the wind from blowing broken glass inside.
- Watch out for large trees – they may fall during a severe storm.
- If you are outside, move immediately to shelter.
- In the case of a tornado, go immediately to the lowest level of the building or a closet, bathroom or under a staircase.
- Listen for updates via the public address system.

NAIT Protective Services will play an all clear message once the danger has passed.