

# IN AN EMERGENCY

**1** CALL **911**

**2** CALL NAIT  
PROTECTIVE SERVICES,  
**780.471.7477**



## HAZARDOUS MATERIAL RELEASE

- Immediately vacate the area
- Follow the instructions of First Responders
- Avoid the affected area until First Responders give the 'All Clear'



## SHELTER-IN-PLACE

- Enter and remain indoors
- Close doors and windows
- For severe weather, stay away from outside walls and windows
- For a hazardous material release, close or block any ventilation sources
- Remain sheltered until First Responders give the 'All Clear'



## MEDICAL EMERGENCY

- Approach the injured person only if it is safe to do so (i.e. no gas leaks, fire, etc.)
- Do not move ill or injured person(s) unless it is essential for their safety
- Provide First Aid
- Remain at the scene to provide information to First Responders



## FIRE OR EVACUATION



- In the case of a fire, sound the fire alarm. Check doors for heat. If they are hot, do NOT open
- Leave the area as directed by emergency wardens
- Close (but do NOT lock) all doors behind you
- If possible, take your belongings
- Do NOT use elevators
- If you need assistance evacuating, advise an emergency warden
- Gather at Emergency Meeting Points
- Do NOT re-enter until First Responders give the 'All Clear'



## ACTIVE AGGRESSOR

- **Run** - Exit the building quickly and keep your hands visible to First Responders
- **Hide** - If you can't run, hide. Turn off lights and stay quiet
- **Fight** - If you are in imminent danger, fight to defeat the attacker
- **Check-In/Report** - Once you are safe, let others know. Report any observations to First Responders



## CRIMINAL ACTIVITY

- For crimes in progress, call 911. For threats and suspicious packages, notify NAIT Protective Services
- Record as much information as possible about the circumstance and perpetrator
- If the situation becomes violent, and injury to persons or damage to property may occur, leave the area
- Do not touch or handle suspicious packages



## HOLD AND SECURE

- Enter a building and remain indoors
- Ensure doors and windows are closed
- Continue regular working/learning activities unless directed otherwise
- Stay indoors until First Responders give the 'All Clear'



## LOCKDOWN

- Enter a room and turn off lights
- Do NOT answer the door or activate the fire alarm unless there is a fire
- Stay quiet and remain hidden until First Responders give the 'All Clear'
- Silence mobile devices

