

EMERGENCY PROCEDURES FOR INSTRUCTORS AND FACILITATORS

You play an essential role in an emergency

Instructors and facilitators are leaders in their classrooms and can influence how their students and audience respond in an emergency. Calm, collected and clear directions from you will have a calming effect on your students and audience. Be prepared to lead your students and audience through an emergency by familiarizing yourself with the information below.

BEFORE AN EMERGENCY—PLAN AHEAD

- Know and share the emergency procedures. Provide your class or audience with general information relating to emergency procedures during the first week of class or at the start of a seminar. (Emergency Procedures are available in every classroom near the door and at nait.ca/emergency).
- Know and share evacuation plans and emergency meeting point locations (information specific to your location is available near the door in every classroom).
 - Use these evacuation plans to identify a primary and alternate evacuation route from your classroom
 - Pre-identify EXIT signs, which will be visible in hallways and above doors in larger classrooms, to identify a primary and secondary exit route from your classroom
 - Know your emergency meeting point. Be sure to communicate the location of the assembly point to your class
- Know how to report an emergency from your location.
- Ensure that persons who may need assistance (due to mobility issues, etc.) have the information they need and be able to direct them.
- Take personal belongings with you to class or to meetings (keys, wallet, purse, coat and cellphone).

DURING AN EMERGENCY—TAKE CHARGE

- Take charge of your classroom and follow emergency procedures for all building alarms, emergency notifications and situations. Emergency procedures are posted in classrooms and online at nait.ca/emergency
- Account for your students/audience where possible.
 - If evacuating, wait until all the students have left the room
 - Use the class roster
 - Use a head count
 - Ask students to verify that the students seated next to them are at the emergency meeting point
- Support emergency wardens. Staff across NAIT have volunteered as emergency wardens to help support emergency responders, manage crowds and ensure safe evacuations. They will need your support.
 - Follow all directions from emergency wardens
 - Share and reinforce messages from emergency wardens with your students
 - Identify and provide the last location for any persons who were unable to evacuate
- Assign students/participants to assist anyone in need of help.
- Take your personal belongings with you, including your laptop.

AFTER AN EMERGENCY—PROVIDE INFORMATION AND STAY INFORMED

- If you have information about the emergency, notify emergency responders at the scene.
- Try to let your department know your location and situation.
- Advise emergency wardens of any injured or missing individuals.

**IN AN
EMERGENCY**

1 CALL **911**

2

CALL NAIT
PROTECTIVE SERVICES,
780.471.7477

