



Emergency Event Instruction

Emergency Event Title

Lockdown

Situation

If there is an imminent threat to life and safety on a NAIT campus, you may be instructed to lock down. Assess the situation and quickly determine the safest way to protect yourself.

Instructions/Actions

In case of a lockdown:

- **Secure:**
 - Go to the nearest room and turn off the lights.
 - Close, lock and barricade the door.
- **Stay hidden and quiet:**
 - Silence your mobile phone
 - Sit or lay on the floor or crouch behind or under a desk.
 - Do not answer the door.
 - Stay quiet and hidden until emergency services give the 'All Clear'.
- **Alarm:**
 - If the fire alarm sounds, assess the situation and respond accordingly.
 - If there is smoke or fire, **evacuate**. Leave the area through the nearest safe exit, as directed by NAIT Staff or signage. Notify a Chief Emergency Warden (NAIT Protective Services) if there were any issues with evacuating.
 - If there is no smoke or fire, **stay in lockdown**.

If you hear or witness any kind of activity that may be a risk to the NAIT Community, call NAIT Protective Services (NPS) at 780.471.7477.



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What to Do	What Not to Do
<ul style="list-style-type: none">• Download the NAIT Alert App and monitor the App during the event• If you are in a hallway at the NAIT campus, go to the nearest classroom or storage room.• Ensure that all the lights are turned off, all doors and windows are locked, and if able, barricade the door.• Ensure you are in a position (crouched or lying down) in the classroom or storage room.• If there is no smoke or fire, stay in lockdown until you hear the 'All Clear' message from emergency services.	<ul style="list-style-type: none">• Do not activate the fire alarm unless there is a fire.• Do not make interactions with the individual(s) and get to a safe location as quickly as possible.• If there is a knock on the door or window, do not answer and ensure that you stay quiet (turn off all ringtones for electronic devices).• Stay quiet and hidden. Do not exit your room until you have been given the "All Clear."
References/ Resources	
N/A	