



## Emergency Event Instruction

### Emergency Event Title

### Hold and Secure

#### Situation

If there is an ongoing hazard/criminal threat in the neighbourhood or an incident that has occurred near/at a NAIT campus, you may be instructed to secure yourself within a NAIT building because it is safer to be inside as emergency services address the situation.

**All movement in and out of the building(s) is restricted.**

#### Instructions/Actions

If you are asked to hold and secure:

- **Shelter:** Enter a NAIT building and remain indoors.
- **Secure:** Ensure the doors and windows are locked.
- **Routine:** Continue your regular work and learning activities unless directed otherwise.
- **Stay indoors:** Stay indoors until the 'All Clear' is given.

**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.**

#### What to Do

- Download the [NAIT Alert App](#).
- If you are outside a campus building, enter a NAIT building and remain indoors.
- If you are in a hallway, enter a classroom/workspace and ensure the doors and windows are locked.
- Once in a classroom/workspace and secure, instructors/staff may continue regular work and learning activities unless directed otherwise.

#### What Not to Do

- Do not exit the building.
- Do not approach any individuals in the event of a hold and secure event.
- Do not attempt to leave the area as all movement in and out of the building(s) is restricted.



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- Remain cognizant of further direction issues via the NAIT notification/alarm system; actively monitor NAIT Alert.

### **References/ Resources**

N/A