



Emergency Event Instruction

Emergency Event Title

Remote Incident (Virtual Environment)

Work Description

In the event of a severe or life-threatening injury, illness, or another emergency (i.e., a house fire, medical emergency) that occurs while engaged in a virtual environment (Teams meeting, virtual class/meeting, etc.), protocols must be in place.

Instruction/Steps

- 1) In the event of an evacuation, follow your evacuation procedure and route to your designated remote location. Follow the instructions and signage to ensure a safe evacuation.
- 2) On-campus **response to a virtual incident/emergency**:
 - Direct an individual (if available) to call NAIT Protective Services (NPS) at 780.471.7477.
 - Remain in the online meeting or class until emergency services arrive and provide additional information as required.
- 3) **Off-campus response to a virtual incident/emergency**:
 - Call the impacted individuals' direct Supervisor or contact Human Resources (HR) to inform them of the situation and request for them to contact 911 with the personal information and location of the affected individual.
 - Provide your cell phone number to the direct Supervisor or HR, remain in the online meeting/class until emergency services arrive or contact you and provide additional information as required.
 - If HR or the direct Supervisor is unavailable, call NPS immediately at 780.471.7477.

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



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What to Do	What Not to Do
<ul style="list-style-type: none">• If you are at home, another NAIT location, or work site, ensure that your direct supervisor knows your location (site address or NAIT building).• Ensure that your personal information and emergency contacts are up to date with HR and your direct Supervisor in the event of a remote incident.• When speaking to emergency services about an impacted individual, stay calm and concise regarding the information you are transferring to the emergency services team.	<ul style="list-style-type: none">• Do not remove yourself from the virtual class or meeting until instructed to do so.
References/ Resources	
N/A	