



Emergency Event Instruction

Emergency Event Title

Criminal Activity

Situation

If you witness an individual or several individuals engaged in criminal activity, you should quickly determine the safest way to report possible crimes and leave the vicinity.

Instructions/Actions

- **Report a crime tip:**
 - For crimes in progress, call 911.
 - Call NAIT Protective Services (NPS) at 780.471.7477 or use the [NAIT Alert App](#) to report a tip (e.g., threats/harassment, vandalism, and/or suspicious packages and backpacks or other suspicious or illegal activities).

When reporting a crime, provide specific details about the circumstances, location, and perpetrator.
- **Leave the area and protect yourself:** Leave the area if the situation becomes violent or if the injury to persons or property occurs or becomes imminent. Ensure you locate a safe area away from suspicious items or activity.
- **Evacuate:** In the event of an evacuation, immediately follow the signage to the closest and safest exit and do not re-enter the building unless an “All Clear” has been announced.

Our emergency warden program trains all NAIT staff on how to evacuate, which is an essential part of NAIT’s emergency response. Follow any NAIT staff member’s directions, as they are knowledgeable and are trained to guide the NAIT community to safety.

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

What to do

- Download the [NAIT Alert App](#).
- When calling to report a crime, be specific about circumstance, location, and perpetrator(s) (if known).

What Not to Do

- Do not approach the individual(s) engaged in criminal activity.
- Do not attempt to apprehend or interfere with the individual(s) except in case of self-protection.



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	<ul style="list-style-type: none">• Do not pick up, touch, or walk near a suspicious package/backpack.• Do not let anyone into a restricted room without proper authority.• Should, the individual(s), make their way to an exit, do not block them from exiting the facility.
Emergency Contacts	
N/A	