



Procedure

Procedure Name	Emergency Evacuation		
Procedure #	EP 1.2	Parent Policy	EP 1.0 Emergency Management and Business Continuity
Policy Owner	Vice President Administration and Chief Financial Officer	Effective Date	March 1, 2024
Procedure Owner	Associate Vice President, Campus Services	Next Review Date	March 1, 2029
Approved by	Associate Vice President, Campus Services	Approval Date	March 1, 2024

1.0 Purpose/ Background

NAIT is committed to the safety of all who work, learn, and visit NAIT-owned and leased properties. The building evacuation procedure will ensure that in the event of a fire or other emergency, all building occupants can exit the building safely, know where to assemble, and await further instructions.

This procedure defines the process for coordinating the safe movement of the NAIT Community during building evacuations. It applies to all students, employees, visitors, and contractors working/learning or visiting the NAIT property. Participation in building evacuations, both real and practice/drill events, is mandatory.

2.0 Definitions

Term	Definition
Chief Emergency Warden	Designated employees (NAIT Protective Services) who act as liaisons and relay information from NAIT Emergency Wardens to first responders.
Emergency	An event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment. (Emergency Management Act)
Emergency Drills	Exercises conducted with the NAIT community to practice all or critical portions of an emergency plan (i.e., an evacuation).
Emergency Meeting Point	A designated place or area where the NAIT Community assembles in an emergency (also known as Muster Point).
Emergency Services	An emergency service is any health care service provided to evaluate and/or treat any medical condition such that a prudent layperson possessing an average knowledge of medicine and health, believes that immediate unscheduled medical care is required. (American College of Emergency Physicians)

Emergency Warden	Employees who coordinate the safe movement of people in and out of buildings and spaces during emergencies.
First Responder	Team members (internal and external) who provide an immediate response at an incident scene. Internal First Responders may include Protective Services, Facilities, Health and Safety, Communications, Wellness Coordinators, ITS and others. External First Responders may include a member of an emergency service who is first on the scene at a disruptive incident. This would normally be police, fire or ambulance personnel, police or law enforcement, fire services, and health/ambulatory services. Unless otherwise indicated, the plan's term First Responders refers to internal and external teams. (Adapted from DRI Canada)
NAIT Community	"NAIT Community" means Employees, contractors, vendors, volunteers, clients, and students of the Institute. (NAIT Code of Ethics)
Persons Requiring Assistance	A person, due to a pre-existing condition, who needs assistance during an emergency event. This refers to those who have mobility or health limitations and require assistance, individuals who are blind or deaf, and those with restricted mobility using walkers, crutches, or wheelchairs.
Supervisors	A person in charge of a work site or authority over a worker(s). This can include those in management and individuals whose job title does not have the word "supervisor." E.g., Project Lead, Coordinator, etc. (Adapted from Occupational Health and Safety Act, RSA 2000)

3.0 Procedures

3.1 Responsibilities of the NAIT Community

- 3.1.1 Members of the NAIT Community are responsible for their safety and the safety of others, and when directed to do so by an employee, will evacuate a building, making sure other people in the immediate area are aware of the need to evacuate.
- 3.1.2 Persons requiring assistance are encouraged to self-identify and coordinate with supervisors and instructors on plans and the support they need during an emergency evacuation.
- 3.1.3 Members of the NAIT Community are to re-enter any evacuated building only when notified by a Chief Emergency Warden or Emergency Services that it is safe to do so (generally by a call of "All Clear"). The silencing of the alarm is not a signal for occupants to re-enter.
- 3.1.4 All users of NAIT facilities are strongly encouraged to download and become familiar with the [NAIT Alert App](#) to stay informed on alerts, alarms, and safety information. Further information is available on the [NAIT Emergency Portal](#).

3.2 Role of Leadership

- 3.2.1 Responsible for ensuring Emergency Warden training for their business unit is completed.
- 3.2.2 Responsible for designating other employees from their business area to sweep common areas during an evacuation.

3.3 Role of the Instructors

- 3.3.1 Speak to their students regarding any limitations that may lead to a delay in evacuation.
- 3.3.2 Provide students with information on the emergency event instructions.
- 3.3.3 Encourage students to download, install, and keep their NAIT Alert App up to date.
- 3.3.4 Leave classrooms/learning areas after all students have left.

3.4 Role of All Employees

- 3.4.1 Keep up to date on all training requirements per OHS requirements.
- 3.4.2 Take personal responsibility to evacuate themselves and those around them.
- 3.4.3 Understand what common areas need to be swept during an evacuation.
- 3.4.4 Become familiar with the Emergency Events Instructions.
- 3.4.5 Know the location of all emergency exits and routes.
- 3.4.6 Report to Chief Emergency Wardens (NPS) any issues of non-compliance or persons requiring assistance.

3.5 Role of Chief Emergency Wardens

- 3.5.1 Before an evacuation event:
 - 3.5.1.1 NAIT Protective Services are appointed as Chief Emergency Wardens during evacuations.
 - 3.5.1.2 Take all necessary training on an annual basis.
 - 3.5.1.3 Attend meetings as required with Emergency Management and Business Continuity and Health, Safety, and Environment.
 - 3.5.1.4 Become familiar with the NAIT Alert App.
 - 3.5.1.5 Support emergency drills coordinated by EMBC.
 - 3.5.1.6 Supporting EMBC with the administration of the NAIT Alert App.
 - 3.5.1.7 Monitor the serviceability of building alarms and automatic fire doors during evacuations and report any observations to Facilities Management & Development and Emergency Management & Business Continuity.
- 3.5.2 During an evacuation event:
 - 3.5.2.1 Monitor building alarms and automatic doors during the evacuation.
 - 3.5.2.2 Provide notification to the NAIT community through the NAIT Alert App.
 - 3.5.2.3 Liaise with employee emergency wardens at exits and near emergency meeting points (EMPs) to ensure there are no concerns.
 - 3.5.2.4 Identify and liaise with on-site first responders and emergency services to provide support and information, including any location-specific hazards or dangers and for evacuations and if any unaccounted or uncooperative persons or anyone requiring assistance as provided by the Emergency Wardens. Liaising is done until the "All Clear" is given.
 - 3.5.2.5 Monitor the NAIT Alert App.
- 3.5.3 After an evacuation event:
 - 3.5.3.1 Issue "All Clears" in partnership with emergency services through alarm notification systems and the NAIT Alert App.

- 3.5.4 Debrief and send observations, feedback, and any concerns from employee Emergency Wardens to the EMBC team.

3.6 Role of Emergency Management & Business Continuity:

- 3.6.1 Emergency Management & Business Continuity is responsible for delivering and maintaining the Emergency Warden training and coordinating and assisting emergency drills.
- 3.6.2 Emergency Management & Business Continuity will provide after-action reports and support the development of an improvement plan in relevant business areas.

3.7 Role of Facilities Management and Development (FMD):

- 3.7.1 FMD is responsible for maintaining the building fire alarm and fire suppression systems and developing and posting evacuation route maps in communal areas across campuses.

3.8 Resources

3.7.1 Evacuation Maps

Per the National Fire Code – 2019 Alberta Edition, Division B Section 2.8.2.7, evacuation maps must detail emergency information and be prominently posted in communal areas. The maps must contain primary and secondary exit routes out of the building. Area-specific evacuation maps are available electronically on the Evacuation Maps employee intranet page.

3.7.2 Emergency Meeting Points

Emergency Meeting Points provide a safe location for evacuated individuals to gather and await further instructions in an emergency. Locations of Emergency Meeting Points are identified on the [NAIT interactive map](#).

3.9 Monitoring and Evaluation

All evacuations, whether actual incidents or drills, will be documented by Chief Emergency Wardens and submitted to Emergency Management & Business Continuity for review and follow-up.

3.10 Records

Emergency Management & Business Continuity will maintain records resulting from emergency evacuation incidents and drills for a minimum of three years.

4 Exceptions to the Procedure

- 4.1 Exceptions to this procedure must be documented and formally approved by the Procedure Owner. Procedure exceptions must include:
- The nature of the exception
 - A reasonable explanation for why the procedure exception is required.
 - Confirmation that the exception aligns with the general principles.
 - Any risks created by the procedure exception and how they will be managed.

5 Related Documentation

- [Alberta Occupational Health and Safety Act, Regulation and Code](#)
- [EP 1.1 Emergency Response Procedure](#)
- [HS 1.0 Health Safety and Environmental Policy](#)
- [HR 1.18 Workplace Accommodation Procedure](#)
- [SR 1.0 Student Rights and Responsibilities Policy](#)
- Emergency Event Instructions:
 - [EMBC.EEI.2 - Criminal Activity](#)
 - [EMBC.EEI.3 - Fire](#)
 - [EMBC.EEI.4 - Hazardous Material Release](#)

Document History

<i>Date</i>	<i>Action/ Change</i>
December 16, 2022	Developed and released.
February 5, 2024	Annual review and update.
November 15, 2024	Minor revision to change the title of Executive Director, RMS, to Associate Vice President of Campus Services.