

# Chief Emergency Warden Info Sheet

## NAIT Protective Services play an essential role in an emergency

As a Chief Emergency Warden, you play an essential role before, during, and after an emergency situation at NAIT. The following checklist has been defined to provide a clear understanding of your responsibilities to ensure adequate support to Emergency Wardens. The Emergency Warden Program ensures safe movement (including physical distancing when reacting in a pandemic environment), evacuation and rescue of employees, students, and visitors during emergency situations.

### BEFORE AN EMERGENCY—PLAN AHEAD

- Be aware of the Chief Emergency Warden locations and fire panels of all buildings.
- Take necessary training annually.
- Attend meetings as required with Emergency Management and Business Continuity (EMBC) and Health, Safety, and Environment (HSE).
- Become familiar with the NAIT Alert App.
- Know how to report an emergency from your location.
- Monitor building alarms and automatic fire doors during evacuation drills.
- Support drills coordinated by EMBC.
- Support EMBC with the NAIT Alert App administration.

### DURING AN EMERGENCY—TAKE CHARGE

- Deploy to pre-determined rendezvous point to liaise with Emergency Services.
- Coordinate and liaise with Emergency Wardens at Emergency Meeting Points and entrances to discuss any issues or concerns that may have arisen during the evacuation.

- Identify and liaise with the emergency responders (Fire Service, Paramedics, Police) to provide support and information:
  - Report issues to emergency service received from NAIT Staff about evacuation concerns.
  - Provide details on any location-specific hazards/dangers.
  - Coordinate additional support as needed (e.g. to help with crowd control or scene containment).
- Monitor building alarms and automatic fire doors during an evacuation.
- Provide notification to the NAIT Community through NAIT Alert App.
- Maintain liaison with on-site First Responders and emergency services until an “All-Clear” is announced.

### AFTER AN EMERGENCY—PROVIDE INFORMATION AND IDENTIFY IMPROVEMENT

- Liaise with emergency responders until an “All-Clear” is announced. Communicate “All-Clear” to all staff, students and visitors.
- All clears are issued by First Responders and/or emergency services or announced through the Alarm Notification System (speakers) and /or NAIT Alert App.
- Collect and summarize any observations from Emergency Wardens when they evacuated and provide constructive feedback to EMBC using the Fire Drill Report Form.
- Share lessons learned with your team from evacuations.

**IN AN EMERGENCY**

**1** CALL 911

**2**

CALL NAIT  
PROTECTIVE SERVICES,  
780.471.7477

Emergency Information:

[nait.ca/emergency](https://nait.ca/emergency)

|  @NAIT

