

# Persons Requiring Assistance Info Sheet

## Responsibilities of the “Person Requiring Assistance”

- An individual requiring assistance should delegate a minimum of 2 support persons to assist them in the event of an emergency.
- The individual requiring assistance is responsible for sharing personal contact information with their support persons and knowing the location of all nearby emergency exits, fire-rated stairwells, and evacuation routes.
- The individual should speak to their instructor or supervisor about an evacuation plan in the event of an emergency.

## Responsibilities of the “Support Persons”

- The support persons should be prepared to assist an impaired individual by knowing the emergency instructions and evacuation plan, as well as sharing personal contact details.
- The support persons assist individuals with an impairment or injury in getting to the nearest Emergency Exit or fire-rated stairwell landing.
- The support persons promptly reports the name, location and any special evacuation requirements of the person requiring assistance to NAIT Protective Services by phone at 780.471.7477.
- The support persons remain with the impaired individual until First Responders arrive or the building is given an “all clear.”
- Maintain liaison with on-site First Responders and emergency services until an “All-Clear” is announced.

## What do I do if my support person is not present, or I am working alone?

- To improve emergency response preparedness, all individuals should have a minimum of 2 support persons to ensure there are sufficient backups in place.
- For individuals working alone, NAIT Protective Services should be contacted with information such as the location and the duration of working alone with the contact details of the individual.
- Impaired or injured individuals who are working alone during an evacuation or emergency should make their way to a nearby emergency exit or fire-rated stairwell, if possible, and immediately report their whereabouts and relevant details to NAIT Protective Services by calling 780.471.7477.

**IN AN EMERGENCY**

**1** CALL 911

**2**

CALL NAIT  
PROTECTIVE SERVICES,  
780.471.7477

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

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