

Emergency Warden Info Sheet

You play an essential role in an emergency

As an 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 safe movement, evacuation and rescue of employees, students, and visitors during emergency situations.

NAIT Employees (Emergency Wardens)

- Keep up to date on the Emergency Warden training requirements.
- Know NAIT's Emergency Event Instructions and ensure that any procedures will be mentioned to students at the start of the semester or apprenticeship program; during orientation for employees; and, provided to guests and visitors as required.
- Download and/or become familiar with the NAIT Alert App to stay informed on alerts, alarms, and safety information or check out the information on the website: nait.ca/emergency.
- Verbally and visually evacuate by sweeping business and common areas (as tasked), making the route to the Emergency Meeting Point.
- Notify supervisors regarding any issues for evacuations (any limitations that may lead to a delay in evacuation).
- Report any issues of non-compliance or any Persons Requiring Assistance during the evacuation to NAIT Protective Services (Chief Wardens), who will then report to Emergency Services.
- Instructors to speak to the students regarding any issues for evacuations (any limitations that may lead to a delay in evacuation) during the first 2 weeks of class.
- Instructors to take charge of their classroom and follow the Emergency Event Instructions for all building alarms and emergencies. Instructions are posted in most classrooms and common areas.

- Instructors and facilitators to lead the evacuation of their classes to the Emergency Meeting Points.

Business Area Leadership (Supervisors)

- Ensure that they and all employees within their area have completed the Emergency Warden training annually and during onboarding of new staff.
- Ensure there is always a designated person(s) during business hours, in a business area(s) that can sweep common areas and carry out other responsibilities of an emergency warden to ensure evacuation.
- Create and support any Persons Requiring Assistance (PRAs) planning where identified.
- Communicate and promote evacuation information for all personnel in their business areas.

Students

- Download and/or become familiar with the NAIT Alert App to stay informed on alerts, alarms, and safety information or check out the information on the website.
- Speak to your instructor of any risks that may delay in evacuating and/or if assistance is needed during an evacuation event.

IN AN EMERGENCY

1

CALL 911

2

**CALL NAIT
PROTECTIVE SERVICES,
780.471.7477**

Emergency Information:

nait.ca/emergency



@NAIT

