

## Emergency Alert Procedures for Proctors – Active Threat

*An active threat can be seen as a situation in which the safety of those on campus is at risk. This could be a chemical spill, bomb threat, active shooter, etc.*

*Use your best judgement, stay calm and stay informed. You have the autonomy to determine whether the exams continue. You are responsible for the students you are proctoring.*

If the threat is *not* near you and does *not* immediately impact your security/safety:

1. Stay in contact with the Disability Center via text/call **Office Cell: 573-228-8155 or Exams Office: 573-882-4698**
2. Keep up-to-date on information with the MU Alerts texts, the MU Alerts website AND Twitter Texts
  - a. To set up Twitter Texts, text 40404 with the message “FollowMUalerts”
3. Make the decision if you will disclose information about the threat to your students who are testing. If you feel safe, you can wait to tell the student(s) until you have more information.
  - a. If you choose to tell the students about the situation AND the student does not feel safe continuing to take the exam or it has impacted their ability to complete the exam, make note of it on the student’s master as well as the time they ended.
  - b. If the student chooses to continue taking the exam, note “Informed student of situation and they wished to continue.” Then initial and timestamp.
4. If you choose not to tell the student of the situation during their exam, please inform them of the details you have.
  - a. If you are proctoring a group of students, step out of the exam room to inform the departing student and make note on the master “Informed student of situation after the completion of the exam.” Then initial and timestamp.
5. If the situation changes, follow steps in the appropriate section.

If the situation is near you but does not immediately impact your security/safety:

1. Stay in contact with the Disability Center via text/call **Office Cell: 573-228-8155 or Exams Office: 573-882-4698**
2. Keep up-to-date on information with the MU Alerts texts, the MU Alerts website AND Twitter Texts
  - a. To set up Twitter Texts, text 40404 with the message “FollowMUalerts”
3. Calmly inform students of the threat, that you will keep them updated and that they have the option to continue with their exam.

- a. If you choose to tell the students about the situation AND the student does not feel safe continuing to take the exam or it has impacted their ability to complete the exam, make note of it on the student's master as well as the time they ended.
- b. If the student chooses to continue taking the exam, note "Informed student of situation and they wished to continue." Then initial and timestamp.
4. After the student completes the exam, inform them of any additional updates you have. "Informed student of situation after the completion of the exam." Then initial and timestamp.
5. If the situation changes, follow steps in the appropriate section.

If the situation is near you AND immediately impacts your security/safety:

1. Inform the students that there is a situation and they should hand you their exams, grab their belongings and follow you to a safe location.
2. When you have reached a safe location, you will place the exam(s) in the appropriate envelope(s) and note on the envelope of one exam the time the exam(s) was stopped.
3. Text/call **Office Cell: 573-228-8155 or Exams Office: 573-882-4698** to inform them that you and your group are together and safe. Stay in contact with the Disability Center with any updates on your location/information.
4. Keep up-to-date on information with the MU Alerts texts, the MU Alerts website AND Twitter Texts
  - a. To set up Twitter Texts, text 40404 with the message "FollowMUalerts"
5. Remind your students that they are not able to use their phones during that time as the integrity of the exam needs to be maintained. Keep up-to-date on information with the MU Alerts and KOMU Weather App.
6. If a student needs to inform someone of their whereabouts, please allow them to use your phone.
7. Once the all clear has been given, take students back to the classroom to complete their exam.
  - a. If a student does not wish to continue their exam, note on the masters 1) the time you stopped their exam 2) when the all clear was given 3) that the student did not wish to complete the exam 4) Inform the student that they should follow up with their instructor.
  - b. If a room scheduling conflict is caused by the situation, contact the office immediately.
8. If the "all clear" cannot be given, return to the Disability Center with your group. The exams may be able to be finished in another location. If not, the Exam Staff will give instruction on what to do.