

Emergency Alert Procedures for Proctors – Fire

- 1) Calmly inform students that they should hand you their exams, grab their belongings and follow you outside.
- 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.
- 4) 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.
 - a. If a student needs to inform someone of their whereabouts, please allow them to use your phone.
- 5) Once the all clear has been given, take students back to the classroom to complete their exam. 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.
 - a. If a room scheduling conflict is caused by the emergency alert, contact the office immediately.
- 6) 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.