

Emergency Alert Procedures for Proctors – Severe Weather:

- 1) Calmly inform students that they should hand you their exams, grab their bag, wait for you in the hall and keep phones in their bag.
- 2) You will place the exams in the appropriate envelopes and note on the envelope of one exam the time the exams were stopped.
- 3) Walk your students to the lowest, interior room or hallway.
- 4) When you arrive, please 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.
- 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.
 - a. If a student needs to inform someone of their whereabouts, please allow them to use your phone.
- 6) 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.