

MOUNT ALLISON EXAM EMERGENCY EVACUATION PLAN

IN THE EVENT OF FIRE, COMPLETE POWER OUTAGE, OR ANY LIFE-THREATENING SITUATION

Instructions for Invigilators:

- In the event of a fire, complete power outage, or any situation threatening human safety the Chief Invigilator has standing instructions to sound the fire alarm and evacuate the building without seeking further authorization. Prior to the start of an exam, Invigilators should note the location of the closest fire alarm pull station.
- In the event of an evacuation upon the sounding of the alarm the Chief Invigilator will ask everyone to stay calm and remain seated while s/he announces how to proceed to evacuate the building in an orderly manner by the closest exit and then assemble in the designated assembly area..
- Invigilators will assist with directing students to the nearest exit, urging people to stay calm, move quickly and orderly. Invigilators will assist anyone having difficulty in getting out - ask others for assistance if necessary - then close doors behind them, BUT DO NOT LOCK THEM.
- The Chief Invigilator shall designate an Invigilator to check the washroom(s) on the exam room floor
- Do not allow people to use the elevators [if applicable]
- On exiting the building, ask people to move to the assembly area. Invigilators should gather students by class by roll call (using class list/sign-up sheets)
- The Chief Invigilator shall meet firefighter and/or rescue personnel at the main entrance to give any additional information as required.
- Do not allow anyone to re-enter the building until the Fire Department gives permission to re-enter the building

Mount Allison Exam Emergency Evacuation Building Assembly Areas:

1. Athletic Centre - Football field
2. Avard Dixon, - Front of University Centre (facing Centennial Hall)
3. Barclay, Crabtree, Dunn, Flemington, Hart Hall - Central Quadrangle
4. Music Conservatory - Duck Pond North-West side (closest to road)

(IMPORTANT - SEE OVER)

ANNOUNCEMENT TO STUDENTS FOR EVACUATION:

IF THE ALARM SOUNDS

- ▶ the exam room must be cleared immediately
- ▶ turn over your exam papers and leave all exam materials at your place
- ▶ take personal belongings at your place
- ▶ do NOT attempt to retrieve personal belongings at the front of the exam room
- ▶ assemble with your class at [designated assembly area] and remain there for further instructions and roll call. Do not talk.
- ▶ you will be notified if and when you are able to return to the exam room. (*If not able to return, information will be available within 24 hours from the Registrar's Office.*)
- ▶ walk, do not run, to the nearest exit.

ANNOUNCEMENT FOR PARTIAL POWER OUTAGE:

- ▶ turn over your exam papers now
- ▶ remain in your seats
- ▶ please remain silent
- ▶ Facilities Management will call to give the estimated time for the duration of the blackout, whether it will be possible to continue the exam, or whether the building must be evacuated.

WHAT TO DO WITH THE EXAMS:

- ▶ if NOT started and students are permitted back into the exam room at the end of the episode, the exam may proceed.
- ▶ if started and students are permitted back into the exam room at the end of the episode, the exam may or may not proceed: Chief Invigilator to decide in consultation with instructors
- ▶ if the exam does not resume, Invigilators are responsible for collecting exams when they are permitted back into the room. The Invigilators return the exams to the Registrar's Office in sealed and marked envelopes or boxes.
- ▶ the Registrar will consult with Chief Invigilator and/or instructors about re-scheduling, resuming, or pro-rating the exam(s)
 - ▶ re-schedule at first available time slot in the exam schedule, including Sunday if necessary
 - ▶ notification by Registrar to students and instructors will be via e-mail and posted on the website.
 - ▶ students will be responsible for finding out what alternative arrangements have been made for continuation or re-scheduling of an exam