School of Pharmacy’s Emergency procedures:

For invigilators and students

The purpose of this document is:

- To ensure that exams and exit tests are conducted in a safe and healthy manner;
- To outline clear procedures that all staff and students should follow in different emergency situations that could arise during exams/exit tests.

Reasons why an Evacuation might be required during an Exam/Exit Test:

Staff and students may be required to evacuate an exam/exit test for a variety of reasons including natural disasters (e.g. earthquake), fire, risk to safety (bomb or other emergency).

Evacuation Procedure:

If students are required to evacuate the room during the course of a test, test supervisors will:

- Inform students that test conditions remain in force and that during the evacuation they should not speak to each other and should assemble in a group away from the room (e.g. outside Main Entrance, Building 505).
- Students should leave all equipment etc. in the room, including test papers and scripts (turned upside down on the desk).
- Resume the test as soon as possible when all students have re-entered the test location, adjusting the time to completion to compensate for the break.
- If the evacuation extends for more than 30 minutes, the test will be abandoned. The Course Director, in consultation with the Head of the School, will determine any action to be taken as a result of the abandoned test or exam.

Illness before or during Exam:

- The Module Leader or the Academic Director should ask students to declare, before the start of an exam/exit test, in confidence if they have health problems that might impact on or interrupt their ability to complete an exam/exit test.
• The Module Leader needs to obtain an emergency contact from any student who has indicated that they have health issues that might impact on or interrupt their ability to complete an exam/exit test.

• A First Aider needs to be on call during the exam time and their contact details provided to the exam/exit test invigilators prior to the exam/exit test start.

• A First Aid kit needs to be available in the exam room or in an accessible location that is identified to the invigilators.

• If student becomes ill during the exam, an invigilator should take the student to a quiet room nearby and evaluate if they need further medical assistance.

• For urgent medical emergencies, the invigilator should contact 111 straight away.

• Contact the First Aider for further help if required if it is a medical situation that does not require immediate emergency assistance.

• At least 1 (ideally 2) invigilators should remain in the exam/exit test room at all times if an invigilator needs to remove a student from the room due to medical/other crisis.

=======================================

=======================================