

## Examinations Office Emergency Policy

**IN AN IMMEDIATE EMERGENCY DIAL 112 or 999\*\* AND SPECIFY THE SERVICE YOU REQUIRE:** (fire/gardaí/ambulance, etc.)

**\*\* use either number on a land line but only 112 on a mobile phone.**

### **On-Campus Venues:**

- ◆ Chief Invigilator to contact the Examinations Office immediately to inform of situation – relevant contact numbers are stored in allocated mobile phone.
- ◆ Useful internal university numbers, should the need arise:

	University of Galway
<b>FIRE</b>	3333* / 2188
<b>FIRST AID</b>	Contact Examinations Office who will liaise with nurse on stand-by
<b>SECURITY</b>	3333*

### **External Venues:**

- ◆ Prior to examination session, Chief Invigilator needs to obtain name and contact details of designated Fire Officer/Emergency Personnel in external venue.
- ◆ Chief Invigilator to consult with designated Fire Officer/Emergency Personnel on procedure to be followed in the event of an evacuation.
- ◆ Chief Invigilator to contact the Examinations Office immediately to inform of situation – relevant contact numbers will be stored in allocated mobile phones.

### **When telephoning for assistance in an emergency, give the following details:**

- \* the location (and number) from which you are calling;
- \* the type of emergency and assistance required;
- \* the location where assistance is required and directions to get there;
- \* **do not hang up** until you are satisfied that your message has been correctly received and that the emergency services have got all the details they require.

### **In any emergency situation:**

- ◆ Familiarise yourself with the emergency procedures in advance.
- ◆ Call the Examinations Office immediately. Do not put yourself or others at risk. At all times the most important consideration is human safety.
- ◆ Act responsibly with due care for your safety and the safety of others.
- ◆ The senior member of staff (i.e. chief invigilator) should take local control of the situation ensuring the safe evacuation of all persons present and be prepared to warn the emergency services of any known special hazards.
- ◆ After any incident or injury, the event must be reported to the Health and Safety Office using the University Report Forms. This is required for preventive purposes and in certain cases is also a legal requirement.

### **Examination Evacuation Procedures**

- 1) Prior to commencement of examinations (i.e. during announcements), the emergency exits will be pointed out to candidates in the examination venue.
- 2) Unless otherwise advised, all alarms should be treated as an emergency.  
(**Continuous ringing** of the alarm: Evacuate the building immediately by the nearest exit route and proceed to assembly point. **Intermittent ringing** of the alarm: Investigate the source of the alarm, do not take risks, do not use lifts and prepare to evacuate).
- 3) If the alarm is sounded, the Chief Invigilator is responsible for the evacuation of the examination venue, in accordance with the instructions given by the appropriate university authority, or senior authority in an external examination venue, and should follow the normal procedures and instruct candidates to leave the building immediately and assemble at the designated assembly point.
- 4) Chief Invigilator to stop the examination.
- 5) Chief Invigilator to instruct the invigilators to act as 'Marshalls' i.e. will be responsible for leading their designated rows or classes/sections of students to the assembly point.
- 6) Instruct the students to leave all examination materials on their desks.
- 7) Escort the students from the examination venue using the emergency exit(s).
- 8) Close the door to the venue you are vacating.
- 9) Do not use the lift.
- 10) Assist anyone who may be disabled or otherwise need assistance.
- 11) The Chief Invigilators should contact the Exams Office immediately to report the situation – contact numbers will be stored in allocated mobile phones. The

Exams Office will contact the relevant department who decide if they want to abandon the examination, or proceed once the situation has been resolved.

- 12) If circumstances permit, the Chief Invigilator is to take the signature roll. Students are to follow the Invigilator to the assembly point, where a register will be taken to confirm attendance.
- 13) Invigilators are to ensure that the students are supervised as closely as possible whilst they are out of the examination room. Students are still required to observe examination conditions i.e. no talking, texting, telephoning, communicating with anyone. Failure to do so will be treated as a breach of examination regulations.
- 14) Note the time and duration of the interruption.
- 15) If you are permitted to return to the examination room, check the signature roll again once all candidates are seated and re-start the examination. Extra time will be allowed to recompense for the time lost and a new examination finish time will be announced, by the Chief Invigilator i.e. the amount of time that students were outside the examination venue, plus 10 minutes for re-reading the examination paper and settling back into the examination.
- 16) A full written report of the emergency should be filed by the Chief Invigilator with the Examinations Office within 2 working days, so that the information can be relayed to the relevant departments.

### **First Aid**

Each examination venue will be supplied with a first aid kit. If emergency first aid is required, please call the **Examinations Office**: 091 493024 (Ext. 3024) or 091 495905 (Ext. 5905). Contact numbers will be stored in allocated mobile phones.