

Do You Have a Plan?

The value of a comprehensive emergency preparedness plan in academic testing centers.

Objectives

Identify

Identify the types of emergencies that have the potential to disrupt an academic testing center

Discuss

Discuss best practices for developing emergency preparedness plans

Review

Review the emergency plans for the University of Arkansas – Fort Smith Academic Success Center

Begin

Begin the process of creating or updating an emergency plan for your testing center

Common Emergencies and Disasters

Severe Weather

Power Outage

Earthquakes

Fires

Bomb Threats

Unauthorized Visitors

Theft

Other emergencies

- Active shooter
- Anaphylaxis
- Asthma attack
- Bomb threat
- Chemical spill
- Drug use
- Drug overdose
- Earthquake
- Global Pandemic
- Hazardous materials spill
- Heart attack
- Hostage situation
- Hypoglycemic episode
- Injury
- Pests/Insects
- Riots/Demonstrations
- Seizures
- Suicide
- Theft
- Tornado / weather
- Violent behavior
- Wildfire
- Winter Storms

Four Phases of Emergency Management



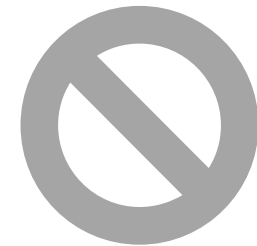
Prevention/Mitigation



Check your area for hazards or damage



Schedule periodic inspections outside the university schedule



Keep all entrances and exits clearly marked and free of obstruction

Call 911 For Any Emergency

UAFS Police 788-7140

Plant Operations 788-7170

City of Fort Smith 709-5100

Emergency Action Plan

Severe Weather – Wind

Phase	Trigger	Actions
Prevention	Quarterly Inspections	Maintain accurate inventory of all physical assets. Check all exterior windows for cracks and gaps. Report all issues to Plant Operations via ServiceNow.
Preparedness	National Weather Service Alert Campus Alert	Review disaster plan. Close all exterior windows. Move hazards away from windows. Exclude computers 11-16 from seating.
Response	Campus Alert	Alert all test takers of weather hazard by phone, email, and Navigate. Notify testing agencies of closure or cancellation.
Recovery	All clear given by campus	Review inventory for damaged or missing items. Schedule make-up testing date. Work with Plant Operations to schedule cosmetic repairs.

ATI 1-800-667-7531

Accuplacer 1-866-607-5223

CLEP 1-800-257-9558

ETS 1-800-789-9947



Scenario

The student chapter of PETA has discovered that the rats in the Psychology lab are kept in a room without windows. They decide to start a protest to improve the rats' living conditions right outside your testing center. You have 14 candidates taking the TEAS for admission into nursing clinicals. What do you do?

Preparedness



GATHER ANY EXAM SPECIFIC
PROCEDURES OR CONTACT
INFORMATION



DEVELOP A PLAN THAT
COVERS ALL CONTINGENCIES



DISCUSS THE PLAN WITH ALL
YOUR STAFF



PARTICIPATE IN PRACTICE
DRILLS OR TABLETOP
EXERCISES

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Scenario

You arrive to an unlocked testing center. At first glance, nothing looks too out of place. You start your opening activities and discover all your locker keys are stolen. The computer that is used to run CLEP tests is also missing. What do you do?

Response



Follow instructions from the
emergency management team



Use your evacuation or shelter-in-
place plans



Do not panic, guide your team
according to the plan you developed

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Scenario

You hear the tornado siren going off just after you get back from lunch. It's a beautiful, sunny day according to the view out your window. Your weather app also shows a 0% chance of rain. What do you do?

Recovery



Follow the instructions of
emergency management team



Check in with your team to
assess their situation



Review your plan and make
updates

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Company

Contact 1

Contact 2