

Emergency Procedures: Fire Alarm

In the event a fire alarm rings, the building will be evacuated. The instructor in charge of making announcements will, when the fire alarm sounds, inform students of the procedures to be followed.

The announcer will instruct students to leave the examination papers face down on their desk, exit to the designated meeting area, remain as a group and not disperse and not discuss the examination.

The announcer will report to the "muster station" to gather information from the building authorities and the Fire Department, or the RCMP and Campus Security in the event of a bomb threat. The announcer will make the decision whether or not to resume the examination. If there are multiple instructors in the examination space, they should collectively make the decision.

If the occupants can return to the examination and complete the examination within 3 hours of the time the examination commenced, it is recommended that the examination be resumed. Instructors are responsible for the examination papers left in the examination room. In making this decision, the announcer shall consider the class size, the length of the exam, the weather and any other pertinent circumstances. Academic Units are responsible for establishing and implementing internal procedures regarding examination disruption. These procedures should consider the various conditions for examinations such as a course with multiple sections located in more than one building. Should an announcer decide not to resume the examination and it is determined that the examination cannot be graded as complete, the course instructor shall contact Scheduling Services at academic.scheduling@ubc.ca and request that the examination be rescheduled. Scheduling Services, in consultation with the Academic Unit, will reschedule the examination. Where possible, the examination will be rescheduled for the forthcoming Sunday provided that the Sunday falls within the posted examination period. If it does not, the Academic Unit and Enrolment Services will determine the new date for the exam.

