

## Diboll Independent School District Testing Procedures in the Event of an Emergency

- At Diboll ISD, the safety and security of our staff and students is the first priority at all times. In the event of an emergency, the procedures outlined in the Crisis Management Plan will be followed.
- If a school emergency, such as a fire alarm, power outage, or bomb threat occurs, follow the normal school procedure related to such emergencies. If possible, secure the test materials, if there is not time to gather the materials and take them with you, secure them by making sure the classroom door is locked upon exit.
- The test administrators should closely monitor their testing groups to make sure that no one discusses the test. The students can resume testing once the building has been cleared for re-entry.
- If there is a building fire or other school emergency that prevents students from resuming testing, or if the situation prevented personnel from maintaining confidential integrity, the Campus Coordinator should contact the District Coordinator, who will contact the Student Assessment Division for guidance.