

## EXAMINATION PROCEDURES IN TERMS OF ANTHRAX INCIDENTS

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## EXAMINATION PROCEDURES IN TERMS OF ANTHRAX INCIDENTS

### 1. Emergency Guidelines

#### 1.1 Purpose

The basic emergency procedures outlines in this document are to enhance the protection of lives and resources specifically during the examination period when the likelihood of persons creating scenarios, such as an anthrax scare, would be to their own advantage.

#### 1.2 Scope

These procedures apply to all University personnel, invigilators and contract staff involved in the examination process.

#### 1.3 Definition of Emergency

The Team Members involved in the examination process shall consist of the following personnel:-

- 1.3.1 Director Risk Management Services, the Security Manager and SHE Consultant.
- 1.3.2 Clinic personnel.
- 1.3.3 Director Campus Administration.
- 1.3.4 Dean of Student Services.
- 1.3.5 Examinations Officer.
- 1.3.6 Custodial Services Manager.
- 1.3.7 Specialist emergency services i.e. Hazmat Emergency Response (Fire Brigade), SAPS, Greys Hospital etc.

### 2. Emergency Guidelines

#### 2.1 Director Risk Management Services

- 2.1.1 Takes overall control should an incident occur. This includes warnings via the telephone.
- 2.1.2 Ensure Risk Management Staff are instructed on correct procedures at examination venues and co-ordinates all proceedings.

- 2.1.2.1 Examination venues may be locked with effect from 09/11/2001.
- 2.1.2.2 Examination venues to be locked up until 15 minutes before examination commences or until invigilator arrives.
- 2.1.2.3 Ablutions to be monitored.
- 2.1.2.4 No access permitted to any person without UNP ID card or ID Book.
- 2.1.2.5 Examination venues to be inspected by Shift Officers prior to each exam and regularly from the outside during the course of the exams. This must be done without disruption to the exam in progress.
- 2.1.2.6 No items to be taken into examination venue.

2.1.3 Collates all information received.

2.1.4 Ensures all examination venues are secured at all times.

2.1.5 Liaises with specialist agencies.

2.1.6 Provide the Executive with information for dissemination to University Community if necessary.

2.1.7 Ensure suitable protective equipment is available to Risk Management Services staff if necessary.

## **2.2 Clinic Personnel**

2.2.1 Takes samples for biological testing at laboratories if required.

2.2.2 Maintains records of all such samples.

2.2.3 Provides Risk Management Services with all relevant information.

## **2.3 Director Campus Administration**

2.3.1 Keep University Executive apprised of events.

2.3.2 Provide assistance with decision making if required to do so.

## **2.4 Dean of Student Services**

2.4.1 Send out an e-mail to academic staff and other relevant staff advising that no access to examination will be permitted without a UNP ID card or ID Book.

2.4.2 Send out an e-mail to academic staff and other relevant staff advising that examination papers may only be collected from examination venues immediately at the end of each session.

## **2.5 Examinations Officer**

2.5.1 Ensure invigilators are aware of all procedures during examination period.

2.5.1.1 No written messages, notes etc. to be accepted by invigilators during

examination. Messages may only be given person to person.

2.5.1.2 Ensure Invigilators are familiar with the “Emergency Response to Anthrax” manual.

2.5.1.3 Provides invigilators with sheets of A3 paper to cover powder if such incident occurs.

2.5.1.4 Invigilators not to leave examination venue at any time without ensuring it is locked properly.

2.5.1.5 Academic and other UNP staff are to show the Invigilator their UNP ID card or ID Book before being permitted to look at or touch examination papers.

2.5.1.6 Should an incident occur within an examination venue, and it becomes necessary to evacuate everyone from the area, nothing is to be removed from the venue including examination papers, pens etc. All items to be left on the desks.

2.5.2 Liaises with Risk Management Services.

2.5.3 Arrange standby staff where necessary.

2.5.4 Provides Risk Management Services with matrix covering all examination venues.

2.5.5 Arrange for an e-mail through the Dean of Student Services to be distributed to academic staff and other relevant personnel indicating that no entry will be granted to venues without UNP ID card or ID Book.

2.5.6 Liaise with Custodial Services regarding clearing and cleaning of each venue.

2.5.7 Arrange for an e-mail through the Dean of Student Services to academic staff and other relevant staff indicating that examination papers may only be collected from the examination venues immediately at the end of each session.

## **2.6 Custodial Services Manager**

2.6.1 Liaises with Risk Management Services and The Examination Officer.

2.6.2 Ensure all ablutions and examination venues cleaned regularly.

2.6.3 Ensures all cleaning staff are on alert and

2.6.4 Cleaning staff are trained/instructed correctly.

2.6.5 Liaises with relevant staff regarding the delivery of examination books and setting up of examination venues.

### **3. Venues**

The following venues are to be utilised for examination purposes:-

3.1 Commerce Building

3.2 New Arts

3.3 Colin Webb

3.4 WOB

3.5 SU

### **4. Handling Awareness**

Refer to the “Emergency Response to Anthrax” manual Item 3 “Emergency Procedures Guide”.



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