

# Student emergency evacuation procedure (examinations)

## **Purpose of the policy**

This policy details how the Department of Aeronautics handles a situation in which a student needs to leave the exam room due to ill health. This policy is for individual students only. It does not include full evacuation in the case of a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.

## **When is a student emergency evacuation required?**

A student emergency evacuation is required when a student is not well enough to remain in the exam room.

## **Instructions for students**

If you are feeling unwell during your exam, you should attract the attention of an invigilator by raising your hand. You will be given the opportunity to leave the exam room for a short time. You will be escorted to the UG Office by the GTA exam assistant. If you feel better, you will be able to return to the exam room. If you do not feel better, staff will ensure that you are able to get medical assistance or arrange for you to return home to recover.

## **Instructions for staff**

### **STEP 1: Initial assessment and removal from room**

Exam Assistant will escort the student to the UG office if possible. If not possible, they will call the UG office and ask for a first aider to be sent and in the case of an unconscious, non-breathing casualty will call Security Services to request an ambulance (Appendix B).

### **STEP 2: UG Office to call relevant contacts.**

UG Office to call academic staff to assess the situation in order as listed:

UG Students - UG Senior Tutor, UG Exams Officer, DUGS

MSc students - PG Senior Tutor.

### **STEP 3: Assessment of situation and agreeing of next steps**

Relevant member of academic staff and if available UG Office staff will assess the situation and either call for a first aider if they have not already done so or arrange for the student to be accompanied to seek further medical attention or to recuperate at home (Appendix C).

### **STEP 4: Arrangements for further medical attention or recuperation**

The student should be asked if they have any family or friends who might be able to take them to seek further medical advice/treatment or to accompany them home – if accompanied by family/friends ask the student to get in touch with the academic member of staff once they have received this attention or as soon as they are back in College. If not, the Teaching Fellow on duty should be contacted to accompany the student (Appendix E).

### **STEP 5: Reporting of incident**

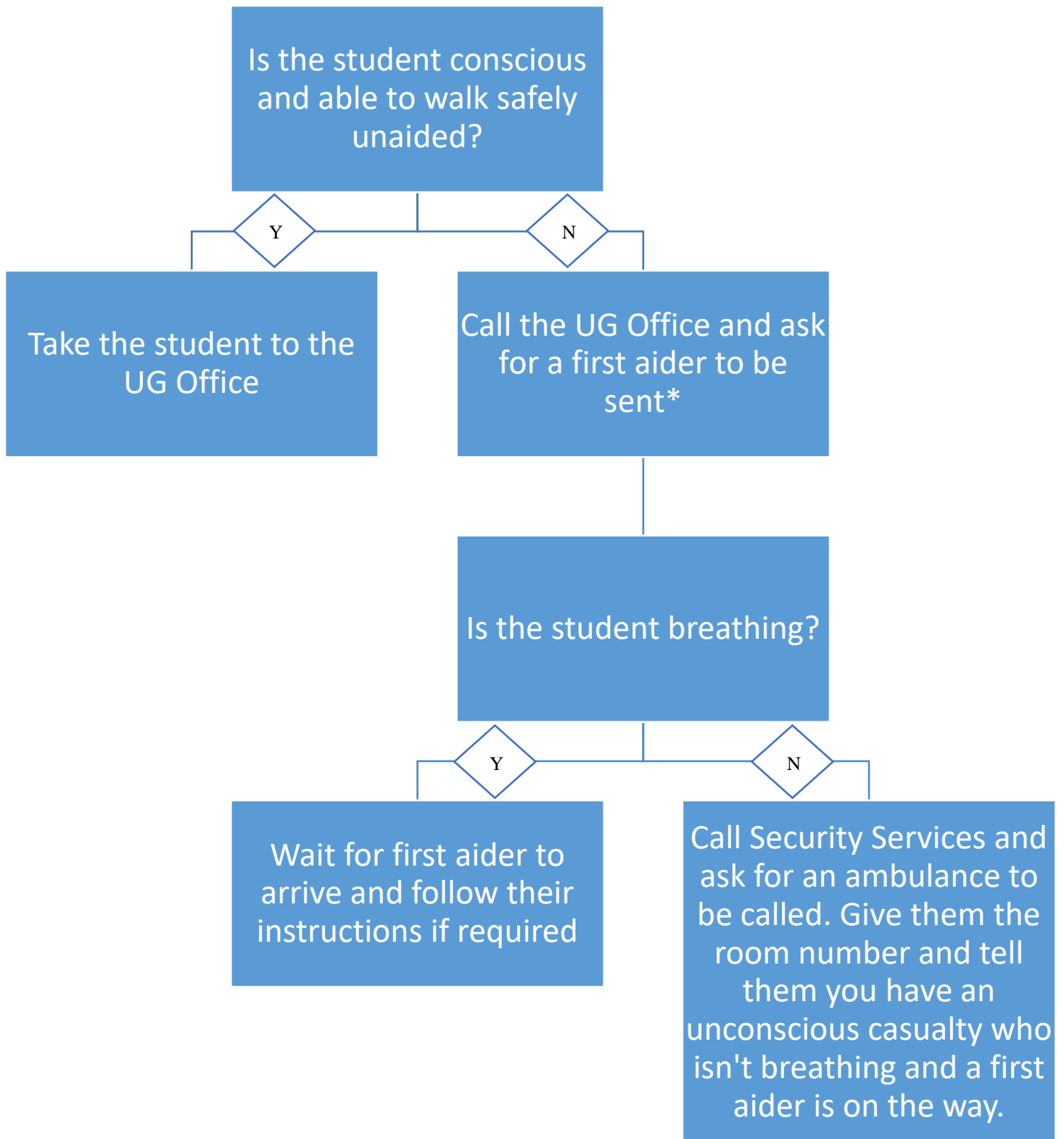
All incidents must be reported on SALUS. As all incidents at some point will have gone through the UG Office, The Undergraduate Office Manager (or their delegate) has responsibility for ensuring this is completed by the relevant person.

## Appendix A - Emergency Contacts

(Personal Mobile numbers are in UG Office Exam Invigilator Pack)

<b>Security Emergency Line – for incidents requiring security assistance or to arrange for emergency services (ambulance police or fire) to be called</b>	4444 or 020 7589 1000 or x 58900
<b>AERO – First Aiders (if no Aero first aiders are available, call Security Services who are all trained first aiders)</b>	Jordan Farrar – (Room 207)
	Ruth Brooker – (Room 207)
	Daisy Antonioni / Sian Haynes - (Room 318)
<b>First Aid Kit</b>	CAGB 318
<b>UG Senior Tutor (Dr Siti Shamsuddin/Dr Yongyun Hwang)</b>	020 7594 5042/5078
<b>UG Examination officer (Dr Andy Wynn)</b>	020 7594 5047
<b>Director of UG Studies (Dr Errikos Levis)</b>	020 7594 5082
<b>PG Tutor (Dr Urban Fasel)</b>	020 7594 0899
<b>UG Office</b>	020 7594 5100/5102/5079
<b>MSc Administrator (Ravinder Panesar)</b>	0207 594 5066
<b>Teaching Fellows</b>	Dr Errikos Levis
	Dr Roderick Lubbock
	Dr Maria Ribera Vicent
	Dr Burhan Saeed
	Dr Masoud Seifkar
	Dr Demetrios Venetsanos
<b>Imperial College Health Centre</b>	020 7584 6301
<b>NHS Direct - for advice on urgent but not life-threatening conditions</b>	111

## Appendix B - Guidance for Exam Invigilators and Assistants

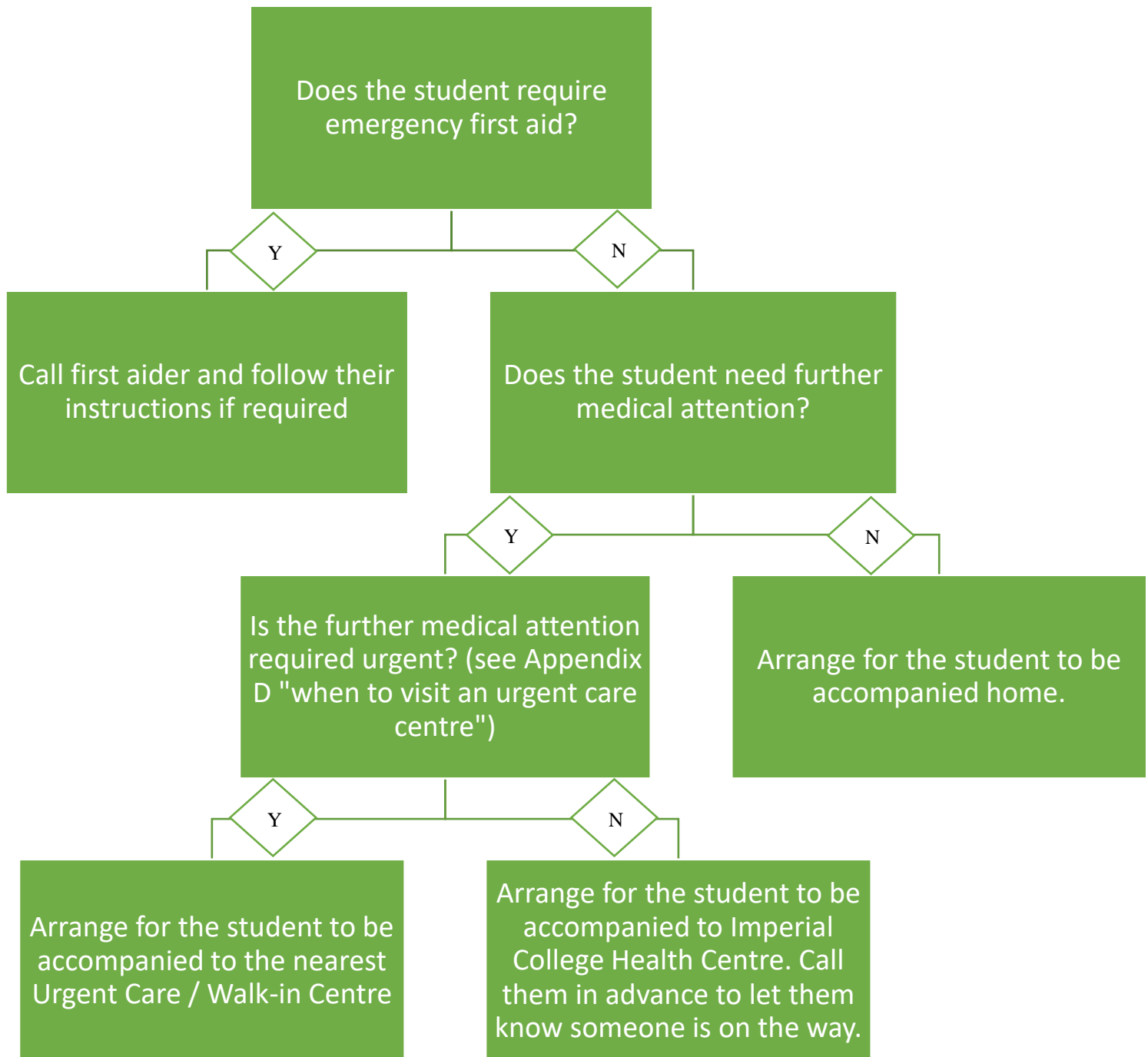


\*For any examinations held outside of CAGB or Skempton, Aeronautics First Aiders may take a significant length of time to get to the room. In this case, the UG Office would call Security to ask for one of their closer First Aiders to attend.

### **Appendix C - Guidance for UG Office and academic staff**

When a student is brought to the Undergraduate Office, the relevant member of academic staff (for example UG Senior Tutor, UG Examination Officer, Director of UG Studies or PG Tutor) should be called to assess the situation and agree the next steps.

In all cases where a student needs to be accompanied somewhere, first ask if they have a friend or family member who might be able to go with them. If not, contact the Teaching Fellow on duty to accompany the student to their next source of help or recuperation.



## Appendix D - NHS Guidance on Emergency situations

### When to go to A&E

For genuine life-threatening emergencies such as:

- heart attack
- stroke
- loss of consciousness
- acute confused state and fits that are not stopping
- chest pain

- breathing difficulties
- severe bleeding that cannot be stopped
- severe allergic reactions
- severe burns or scalds
- major trauma such as a road traffic accident, stabbing, shooting, fall from a height or serious head injury

Where someone needs to go to A&E, they should always do so via ambulance to enable them to have the most immediate care and attention.

### **When to visit an urgent care centre (walk-in centre or minor injury unit)**

For individuals who need urgent medical attention but not in a life-threatening situation such as:

- sprains and strains
- suspected broken limbs
- minor head injuries
- cuts and grazes
- bites and stings
- minor scalds and burns
- ear and throat infections
- skin infections and rashes
- eye problems
- coughs and colds
- feverish illness in adults
- feverish illness in children
- abdominal pain
- vomiting and diarrhoea
- emergency contraception

There may also be situations where there is not a life-threatening emergency but the individual cannot be moved safely without specialist equipment. In this case, 111 should be called and an ambulance requested. It is likely that there will be a wait as other emergency situations will be prioritised but transportation safely by ambulance should still be possible.

## **Appendix E – Guidance for Teaching Fellows**

Where a student's condition is not life-threatening but they are not well enough to return to the examination, they will need to either seek further medical attention or return home to recuperate. In all of these situations, the UG office will have asked the student if they have a friend or family member who can accompany them but if not, the on-call teaching fellow will do so.

### **Urgent Care / Walk-in Centre**

Students will be sent to an urgent care centre when they require urgent medical attention but not in a life-threatening situation. Examples can be found in Appendix D.

### **Chelsea and Westminster Hospital**

369 Fulham Road  
London  
SW10 9NH

020 3315 8000

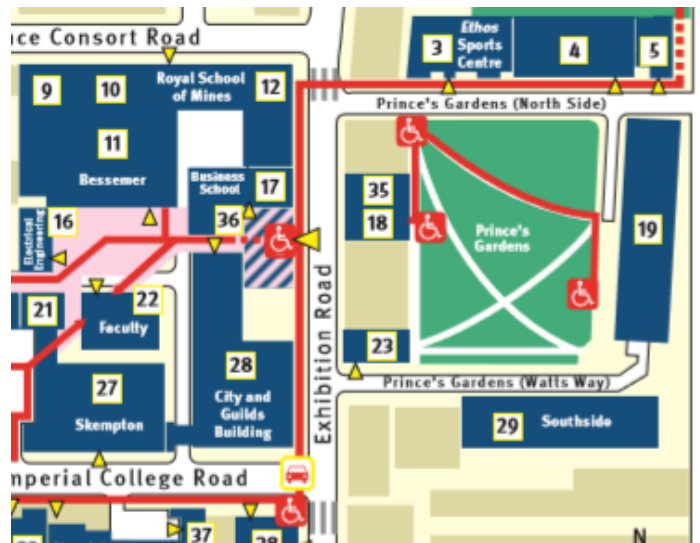
Open 8am-8pm

### **Imperial College Health Centre**

Students will be sent to the Health Centre if the attention they require is not urgent. As this is a GP Practice, the student might need to make an appointment to return at a later time or date. If this happens, return the student to the UG Office who will make arrangements for somewhere quiet for them to stay until their appointment or discuss arrangements to get them home.

40 Princes Gardens  
London  
SW7 1LY  
020 7584 6301

The Health Centre can be found in building 29 on the current South Kensington map.



### **Students returning home**

If a friend or family member is not available and the student is not well enough to return home alone, the on-call Teaching Fellow may be asked to escort the student home in a taxi. Please retain all taxi receipts and submit an expense claim for your return journey.

**16 April 2024**  
**Aero Exam Team**