

EMERGENCIES DURING ADMINISTRATION OF STATE ASSESSMENTS

- As with any crisis or emergency that occurs in the district, our first priority is student and staff safety. Brownsville ISD has Crisis Management Procedures as well as district and campus emergency operations plans which should be followed should any emergency arise during testing.
- Each Campus Test Plan should address the appropriate response by Test Administrators for various emergencies that could arise during a test session, such as a tornado, fire, bomb threat, etc.
- In the event of a crisis or emergency, the principal or designee should notify the District Test Coordinator (Pam Van Ravenswaay, 554-2806).
- The following is guidance from TEA published in the Frequently Asked Questions document:

“If school emergencies such as fire alarms, power outages, or bomb threats occur, local staff should have students leave their tests where they are and follow normal school procedures related to such emergencies. The safety of students and staff should be the first consideration. If at all possible, secure the test materials. 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 should contact Student Assessment Division for guidance.”

- Test Administrator’s should be instructed during training that student safety is our first priority, and if possible, they should try to assure the security of test materials while carrying out their first duty of escorting students to appropriate locations. They do not need to try to keep their test materials with them if they need to move to a new location or exit the building in a hurry. If there is time, they should secure the test materials behind a locked classroom door.