



# MACON-PIATT REGIONAL OFFICE OF EDUCATION

**Matthew T. Snyder**  
REGIONAL SUPERINTENDENT OF SCHOOLS

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## Emergency Plan for GED Testing Center

**Address of Testing Center:** 1690 Huston Drive, Decatur, IL 62526

**Addendum Sites:** Macon Lodge #8, Jim Soules (Caretaker), 217-454-6790 (cell), 1650 Huston Drive, Decatur, 62526/ Hidden Valley Community Church, Pastor Todd Tuggle, 217-454-4223 (cell), 1635 Huston Drive, Decatur, IL 62526

**Emergency Info for GED Testing Personnel:** Larry Baker (Substitute), 217-637-2483 (cell); Dick Shelby (Test Administrator), 217-864-6997 (home), 217-620-3733 (cell); Matt Snyder (Regional Supt.), 217-201-1883 (cell), 217-762-3683 (home); Linda Smith (GED Director), 217-620-9141 (cell)

**First Aid Contents:**

**Other First Aid Emergency Supplies/Equipment in Testing Room:** N/A

Bring in First Aid Kit in the Testing Facility - must be available every Test Session

**Description of How Testing Materials are Stored:** Testing materials are stored in a locked room in locked storage cabinets. Two keys are assigned to the two proctors and one to the GED Director.

**Detailed Plans on the Following Emergencies:**

- **Violence:** Proctor will attempt to verbally reduce the intensity of the situation. All precautions will be taken to protect the safety of everyone in the testing room and office. If additional help is needed, the local police (911) will be summoned. Although all test takers should have their cell phone removed from their possession prior to the test, the proctor will have his cell phone available for emergency use. If an armed person is within the building, have test takers exit the building via the back door of the testing room to the transmission repair business three doors west. Call 911.
- **Natural Disasters:** In the event of a tornado, everyone in the building will be taken to the hallway towards the kitchen and restrooms to take emergency position. If a fire would break out, everyone in the office would use the appropriate exit to the outdoors.
- **Illness:** If minor illness, attend to the test taker and depending on the severity state the guidelines and rules when a test is not completed and the test taker leaves the room. If a major illness occurs, all test materials will need to be secured and if possible locked in GED

storage room until testing room is test ready again. If less than an hour, the tests may be distributed again. If more than an hour, the test will have to be administered at another time and that info be shared with all test takers.

- Hazardous Waste: Call Macon County Solid Waste at 217-425-4505.
- Bomb Threat: Call (911). Remove all test takers to the outside or nearby addendum sites until they are dismissed. The test should not be completed until the building is searched by the appropriate authorities. It is highly recommended that the test be postponed due to the emotions of experiencing a bomb threat.

**Medical & Security Assistance:** Call 911

**Plan for Incident Documentation:** The proctor in charge will write a preliminary report and forward it to the GED Test Administrator. The Test Administrator will assess the situation to determine if it warrants a notice to be sent to the Illinois Community College Board. If so, the administrator will send a report within 24 hrs. unless physically unable to. If unable to, the GED Director should contact ICCB and make them aware of the situation and a report will be forwarded at a later date. The one-hour rule will be utilized unless the conditions warrant postponement to another date. In that situation, testing materials will be collected immediately in order with answer sheets, scratch paper and test booklets together according to individual seating, etc.