

University of Cape Town
Notes for the guidance of staff and students in the event of a disruption of a lecture
2 October 2016

Rules for the conduct of students

RCS 7.7 *A student must not abuse or otherwise interfere with any member of the University community in any manner which contributes to the creation of an intimidating, hostile or demeaning environment for staff and students in general and specifically in relation to the person's race, gender, beliefs or sexual orientation.*

RCS 7.9 *A student must not obstruct, disrupt or interfere with the teaching, research, administrative, custodial or other functions of the University.*

RCS 7.10 *A student must not obstruct the movement of any member of the University community.*

The following is a guide to the steps which you should take should a class / lecture be disrupted.

1. At the start of the lecture

- a) Advise students to remain calm should a disruption occur.
- b) Decide on an assembly point that is out in the open (i.e. not the foyer immediately outside the lecture theatre. This is necessary should you need to evacuate the classroom).
- c) Advise students to not provoke those causing the disruption.
- d) Make this announcement at the start of a lecture/ tutorial or test as follows:

If during the course of our activity we have to evacuate the classroom/venue, please do so calmly and assemble (wherever the assembly area is) and wait for further instructions from the convener. The intention is, if possible, to resume the course activity once calm is restored.

2. Where a disruption occurs

- a) Advise all students in the class to remain calm.
- b) Avoid any confrontation.
- c) If the situation requires it, vacate the venue without delay. Students will know to assemble at the assembly point as contemplated under 1(b).
- d) Do not disperse students from the assembly unless you consider the situation to be unsafe to the extent that you need to completely evacuate the area. As far as possible treat the situation as a temporary evacuation and not a cancellation of the academic activity.
- e) If the academic activity is disrupted by the activation of the fire alarm, all staff and students will leave the venue and assemble at the appropriate assembly point (unless the assembly point itself is dangerous). The convener will guide the students back into the classroom when there is an all-clear.

3. Emergency call

If a disruption occurs, and you assess the situation to be dangerous, you should call the Joint Operations Centre at 021 6502247 and await further instruction. As soon as possible after a serious incident, report the matter to the Campus Protection Services and do so in as much detail as possible.