

## PROCEDURES FOR FIRE AND EMERGENCY EVACUATION FROM EXAM ROOMS

### INVIGILATORS IN THE EVENT OF A FIRE ALARM/BOMB THREAT:

- the Headteacher or member of SLT on duty will proceed immediately to the Hall if this is in use
- the Exams Officer will proceed to the Gym
- the SENCO will proceed to the rooms housing the candidates with Access Arrangements
- the Head Teacher/member of SLT will ascertain if the alarm is “live”
- the lead invigilator will mark the time of the interruption on the whiteboard and stop the exam in each room. The lead invigilators will be responsible for taking a copy of the attendance lists to the evacuation point
- all pupils must remain in their exam room, seated in silence until the member of staff arrives
- if the alarm is false or a drill the member of staff responsible for the room will, once the alarm has been silenced, re-assure the candidates and resume the exam noting the time of restart on the whiteboard
- In the event of an emergency evacuation in response to a Bomb threat there is unlikely to be an emergency bell, SLT will advise invigilators and candidates of the evacuation and the above procedures will be followed with the exception of the assembly points, in these circumstances **all examinations rooms will evacuate to the top football field adjacent to The Edge**, a safe distance from the school buildings

In the event of a “live” alarm the candidates will be asked to stand behind their desks and, leaving their exam papers behind, will file out one row at a time to the assembly point. They will be accompanied by the invigilators and the member of SLT, Exams Officer or SENCO. The exam room will be locked.

Pupils must line up at the following assembly points:

- Gym - sports playground
- Hall - Front of school
- DT5 - Front of school by nursery and not close to group evacuated from the Hall
- iPad Lab – Sports Playground

A register will be taken from the attendance list to establish that all candidates are present. When it is safe to return to the building, the candidates will be led back to their examination room and as soon as all candidates are seated and settled the examination will be resumed. The candidates will be entitled to the full time for the examination.

The candidates must remain under examination conditions during emergency evacuation procedures and must not attempt to contact another candidate or any other member of the school community. The Exams Officer will contact the Examination Board in accordance with JCQ regulations.

### Candidates who require assistance

If a candidate is present who may need assistance in the event of an emergency evacuation, a named invigilator will be asked to take responsibility for escorting/aiding this candidate to the playground adjacent to the sports hall.