

PROCEDURES FOR FIRE AND EMERGENCY EVACUATION FROM EXAM ROOMS

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

- the lead invigilator will make a note of the time of the alarm and stop the exam, instructing candidates to close their papers and put their pens down. The lead invigilators will be responsible for taking a copy of the attendance lists to the evacuation point.
- all students must remain in their exam room, seated in silence until a fire marshal arrives to confirm whether it is a drill or if evacuation is required.
- if the alarm is false or a drill the lead invigilator will, once the alarm has been silenced, re-assure the candidates and resume the exam noting the time of restart on the whiteboard and the new end time of the exam.
- 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. The exam room will be locked.

Students 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
- GNI – Front of school by nursery and not close to group evacuated from the Hall

A register will be taken from the attendance list to establish that all candidates are present. The Exams Officer or member of SLT will make contact with each exam room/lead invigilator at their assembly point to confirm the state of play and to instruct them when to return to the building. 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.