

EMERGENCY EVACUATION PROCEDURE

FIRE ALARM

If the fire alarm should sound.

- Turn on the 'walkie talkie' (channel 11) and contact the exams officer immediately. Exams Officer and/or SLT will also come immediately to the main exam room.
- One of the invigilators should 'fire watch' the immediate area, i.e. old music area plus changing room corridor.
- He/she should report back to the senior invigilator whether there is a fire (or not) in these areas.
- If there is no fire in these areas the students should be kept in the Sports Hall even if there is an evacuation in the rest of the school. If there is a fire nearby, evacuate to the tennis court.
- The fire watch invigilator should report to Rob Collar (on tennis court if there is a general evacuation) the state of play regarding candidates sitting exams.

If evacuation is necessary:

- All question papers and scripts are to be left in the examination room. Scripts and papers should be closed and turned over.
- The senior invigilator should make a note of the time the exam stopped and how long the interruption lasted.
- The candidates should be escorted in silence to the tennis courts and kept away from all other pupils.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- The senior invigilator should take the seating plan and invigilator signing in sheet with them.
- When the candidates can return, they should be allowed the full working time allowed for the examination.
- The senior invigilator will need to make a full report of the incident and the action taken, this will then need to be retained on file.

Dated September 2022