

## EMERGENCY EVACUATION PROCEDURE (EXAMS)

If the fire alarm should sound.

- Stop the exam, tell the candidates to close their papers and record the time.
- **Library & other small rooms:** evacuate immediately.
- **Sports Hall:** One of the invigilators should 'fire watch' the immediate area, i.e. Sports Hall changing room corridor.
- They should report back to the Lead Invigilator whether or not there is a fire in these areas.
- Contact the Exams Officer immediately. The Exams Officer or member of SLT will also come immediately to the main exam room.
- If there is a fire nearby, evacuate.
- 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.
- The fire watch invigilator or the Exams Officer should report to Mr Collar (on tennis court if there is a general evacuation) the state of play re. the year 11s.

If evacuation is necessary:

- All question papers and scripts are to be closed and left in the exam room.
- The Lead 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 **Lower Tennis** courts and kept away from all other students.
- The Lead Invigilator should take the seating plan and invigilator signing in sheet with them.
- When the candidates return, they should be allowed the full working time set for the exam.
- The Lead Invigilator will need to make a full report of the incident and the action taken, this will then be needed to be retained on file.

Dated October 2024