

Policy on Emergency Evacuation from Examination Rooms

[Next update – September 2018]

This policy is consonant with, and supplement to, the School's Health and Safety in School Policy, with particular reference to section 16: Fire and Safety Emergencies.

In the event of an emergency requiring immediate evacuation of school premises during a public examination, the following procedures shall apply:

1. On hearing the alarm, the teacher / invigilator in charge shall instruct all candidates to stop immediately and leave the room concerned, row by row, by the nearest exits and assemble immediately on the tarmac area by the bandstand.
2. Nothing, including personal belongings, is to be removed from the room. All examination scripts and relevant material such as notes, rough workings and equipment are to be left untouched on the candidates' desks.
3. If and when the 'all clear' is given, the Examinations Officer or, in his / her absence, a person delegated by the Principal or his deputy, will secure the examination room(s), preventing all unauthorised access, especially by candidates.
4. All examination materials are to be clearly labelled with the candidates' names and numbers, collected and packaged for safe keeping, together with a seating plan and the date and time of the interruption.
5. The examination session(s) is / are to be declared void and the Examination Board is to be notified immediately with a report of the event and a request for further instructions as to how to proceed.
6. Only after access to the area has been granted by the authorised emergency personnel, the Examinations Officer (or in his / her absence the person delegated by the Principal or his deputy) shall satisfy him / herself that all examination material has been collected and securely stored. Once this has been completed, candidates and others are to be allowed into the room(s) to collect personal belongings.

Authorised by the Principal, Mr E J Matyjaszek

October 2017