

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:

The invigilator **MUST** take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing and note the time accurately.
- Collect the attendance register to ensure all candidates are present.
- Advise candidates that all question papers and scripts should be left on desks, and to leave all personal belongings behind.
- Reassure candidates that allowance will be made for the interruption. Ask them to remain **silent** as they evacuate the building.
- Hall exams should evacuate via the main entrance at the front of the building to the tarmac by the wooden shelter in the senior playground
- Sixth Form Room exams should evacuate via the fire exit at the bottom of the stairs to the tarmac by the wooden shelter in the senior playground
- Room 6 exams should evacuate via the Year 5 classroom (Room 3) to the tarmac by the wooden shelter in the senior playground.
- Keep the candidates isolated and under careful supervision until told it is safe to return. They are not allowed to discuss the examination.
- 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.
- Make a note of the time of interruption and how long it lasted. Unless it is deemed necessary to declare the examination session(s) void, note the time when the examination resumes.
- 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 the examination session(s) can resume.
- Allow the candidates full working time allocation for the examination on resumption.
- A full incident report must be made and sent to the relevant examining board(s) by the Examinations Officer and a copy lodged in the Principal's office.

Authorised by the Principal, Mr E J Matyjaszek

May 2018