



The Priory School of Our Lady Of Walsingham



Emergency Evacuation of Examination Rooms Policy

Reviewed by: Executive Committee
On:
Next review due: September 2024
Signature of Principal

Emergency Evacuation from Examination Rooms Policy

This policy is consistent 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:

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

- Stop the candidates from writing, get all candidates to close their question papers and scripts and note the time accurately.
- Collect the attendance register/s 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. Instruct them to remain **silent** as they evacuate the building and warn that failure to do so may result in disqualification.
- Candidates should be kept isolated and under careful supervision until told it is safe to return. **They are not allowed to TALK.**
 - Hall exams should evacuate via the main entrance at the front of the building to the playing fields.
 - Sixth Form Room exams should evacuate via the fire exit at the bottom of the stairs to the playing fields.
 - Studio exams should evacuate to the playing fields.
- If and when the 'all clear' is given, the Examinations Officer or, in their absence, a person delegated by the Head of Centre, 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 their absence the person delegated by the Head of Centre) shall satisfy themselves that the examination session(s) can resume.
- Allow the candidates full working time allocation for the examination on resumption.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to complete the examinations.
- A full incident report and the actions taken must be made and sent to the relevant awarding body by the Examinations Officer.

Authorised by the Principal, Mr David EJJ Lloyd

September 2023