



Emergency Evacuation Procedure

On the sound of the fire alarm candidates must follow the instructions given by the exam invigilator(s).

Exam conditions continue to apply.

Invigilator instructions:

- Stop the exam, noting the time on the Incident Log on Invigilator Record Sheet.
- Ask the candidates to stop writing immediately, to turn over their exam paper and leave it on the desk.
- Advise the candidates to stay calm and inform them that the exam room will be evacuated.
- Remind the candidates that they are still under exam conditions and that communication with other candidates is not permitted.
- Before leaving the exam room the lead invigilator must collect the attendance registers.
- Evacuate the students in the exam room row by row, utilising both exits alternately (ie row A evacuate through the rear doors, row B via the front doors, and so on). The lead invigilator will assign invigilators to accompany and supervise the students as they leave the room. Each invigilator should supervise no more than 30 students and remain with them at all times. (The Exams Officer will assist in this process, as will members of the Senior Leadership Team for exams of 100 students or more).
- The lead invigilator should remain until all students have been evacuated.
- Candidates should be directed to the exams assembly point (the grassed area outside the courts, facing E Block) where they must wait in the same order as in the Exam Room. Candidates must maintain exam conditions including minimum spacing.
- DO NOT ALLOW CANDIDATES TO RUN.
- Once all candidates have been evacuated the lead invigilator must check that there are no candidates remaining in the exam room and, where applicable, must close the fire doors behind them.
- The roll call will then be completed in accordance with the attendance register.

- Once the all-clear has been given to re-enter the school building, invigilators, along with the Exams Officer and members of the Senior Leadership team (where appropriate/required), will escort candidates back into the exam room, in row order, and maintaining exam conditions.
- Once candidates have been re-seated in the exam room the lead invigilator must reassure them that the time lost during the evacuation will be added on, and must notify candidates of the new finish time. The time at which the exam recommenced, and the new finish time, must be recorded on the Incident Log.

Exams Officer/Senior Leadership Team instructions:

- The Exams Officer, and the members of the Senior Leadership Team assigned to exams evacuation (where there are more than 100 students sitting an exam) should proceed immediately to the main exam venue to assist the invigilation team with the evacuation process.
- The Exams Officer and members of the Senior Leadership Team, where required (as above) will assist the invigilation team with the supervision of candidates at the assembly point.
- The Exams Officer will liaise with a member of the Senior Leadership Team to ascertain the status of the fire evacuation. If the fire evacuation is a drill or false alarm the candidates will be escorted back to the examination room for the exam to be re-started in accordance with the JCQ regulations once the all-clear has been given.

<p>GENERAL INFORMATION REGARDING FIRE EVACUATION</p>

- **Fire Exit Routes**
 - **Sports Hall** - Exit via fire doors of Sports Hall to Assembly Point.
 - **Assembly Hall** - Exit via fire doors, follow path through car park and car park gates, meet at Assembly Point.
 - **G51B Drama Room (up to 25 students)** - Exit via fire door, turn right in playground, meet at Assembly Point.
 - **Music Cells (up to 5 students)** - Exit via main door, proceed down Music corridor, down the stairs and through the fire exit to Assembly Point.
- **The Assembly Point**
 - Grassed area in front of playing fields.

CAR PARK

CANTEEN

SPORTS HALL

ASSEMBLY HALL

G51B
(DRAMA STUDIO)

BUS. &
IT ROOMS

BUS
&
IT

DANCE STUDIO

EXAMS ASSEMBLY POINT
(GRASSED AREA IN FRONT OF PLAYING FIELDS)

TECHNOLOGY

TECHNOLOGY

