



# EMERGENCY EVACUATION

## *On Hearing the Fire Alarm in Examination Room*

### The invigilator must take the following action in an emergency such as a fire alarm:

- Inform candidates to stop writing and leave the question papers and scripts on their desks. During this process, please note the time accordingly.
- Evacuate the room in an orderly fashion without talking. The candidates must not attempt to collect bags or coats.
- The invigilator should collect the examination register and evacuate the candidates by following the emergency exit signs.
- Equality Act: Candidates who have a declared disability will be subject to the *Personal Evacuation Procedures* in place.
- Assemble the candidates:

## LAWN OUTSIDE HEADMASTER'S OFFICE

- When assembled, please check the candidates against the examination register carefully.
- The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room.
- Make sure there is no discussion about the examination. Inform the candidates that they are still under examination regulations.
- At the end of the emergency, the Examinations Officer or a senior member of staff will inform you when to return to the examination room.
- On return to the examination room make a note of the time the interruption lasted.
- When settled in the examination room allow the candidates for the **FULL WORKING TIME** set for the examination.
- Make a full written report of the incident to the Examinations Officer.