



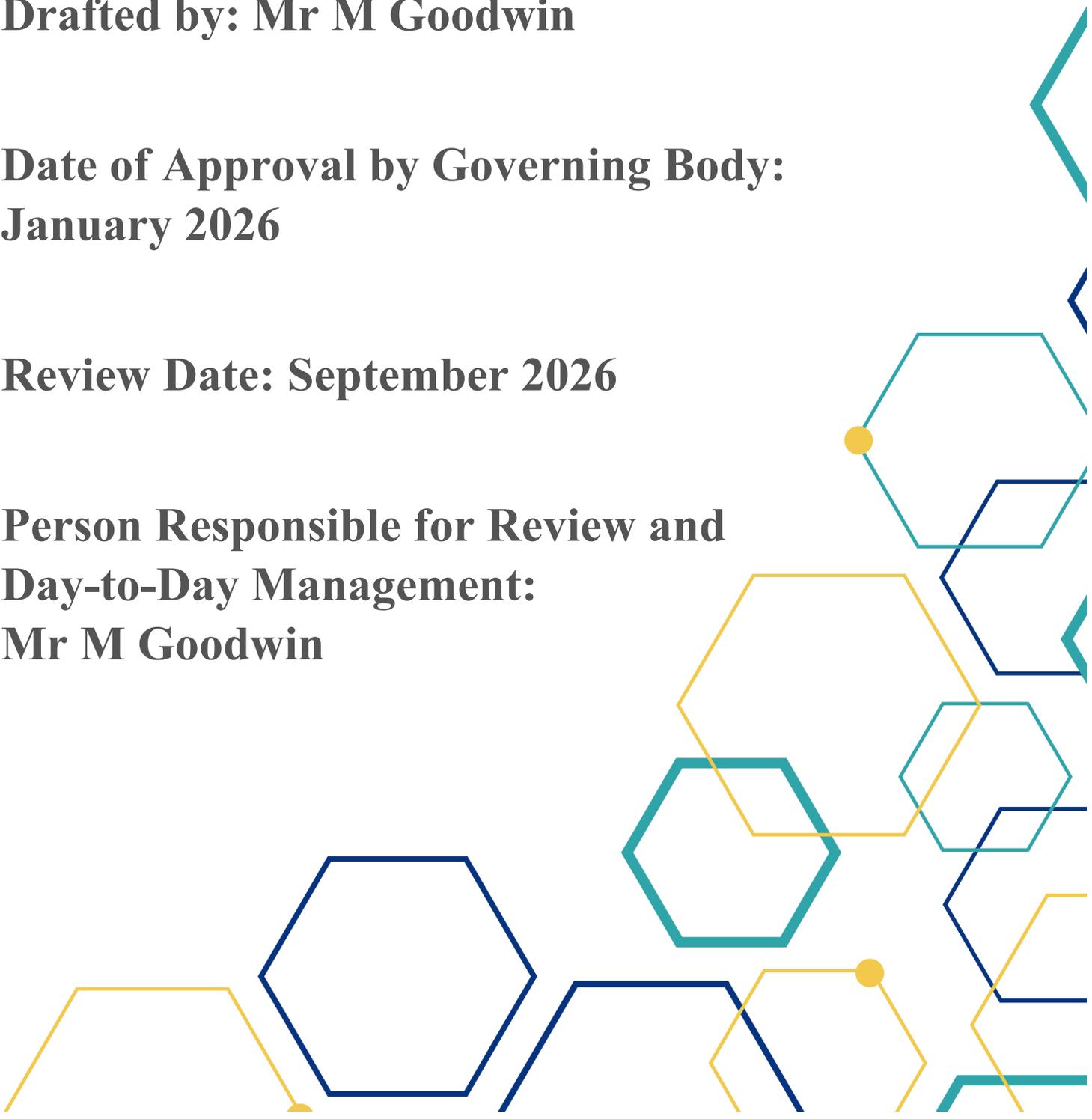
Emergency Evacuation Procedure

Drafted by: Mr M Goodwin

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January 2026**

Review Date: September 2026

**Person Responsible for Review and
Day-to-Day Management:
Mr M Goodwin**





EMERGENCY EVACUATION DURING EXAMS

2025 - 2026

If the fire alarm activates during an exam, the Senior Invigilator (this will be identified at the start of every exam) must stop the exam immediately and ask the students to stop working and remain silent.

1. Take note of time.
2. Tell candidates to STOP WRITING AND REMAIN UNDER EXAM CONDITIONS.
3. Phone Mr M Goodwin (MPG) and await instructions.
4. MPG/REJ/SEK to make their way to the exam room to assist the invigilators with keeping candidates silent. MPG to let invigilators know straight away if it is a false alarm, in which case the exam can continue.
5. Advise the students that you are awaiting instructions.
6. Ensure that exam conditions are adhered to at all times.
7. MPG will advise the senior invigilator whether it is a false alarm.
8. MPG will visit the exam room(s) after the alarm has ended.

FALSE ALARM

- Wait until the fire alarm has stopped ringing.
- Advise students that the Awarding Body will be informed.
- Recommence the exam, adding time lost to the end of the exam.

FIRE

If it is necessary to evacuate the room please follow these further instructions:

- For a small number of candidates, the Invigilator should collect all scripts.
- Advise the students that exam rules still apply and that there should be no talking or communicating in any way- Awarding Bodies WILL be informed of students fail to comply.
- Escort the students onto the lower school yard in absolute silence.
- Keep the group together but DO NOT allow them to communicate in any way.

- For large numbers of Candidates (Hall/ Gym), this is not practical.
- Remain with students until further staff arrive and/or SLT.
- Advise the students that exam rules will still apply and that there should be no talking or communicating in any way- Awarding Bodies WILL be informed of students fail to comply.
- Allocate two rows of students per invigilator or member of extra staff and escort the students onto the lower school yard.
- The site team will arrange for the room to be locked where possible, thereby maintaining the integrity of the scripts.
- Keep the group together but DO NOT allow them to communicate in any way.