



# ST CLEMENT'S HIGH SCHOOL

## **EMERGENCY EVACUATION PROCEDURE - EXAMINATIONS**

The Fire Alarm is operated by breaking the glass on the Red Fire Call points located about the building.

The Assembly Point is at the rear of the building, on the playground, adjacent to the swimming pool.

### **On discovering a fire**

- It is the duty of staff/invigilators to operate the Fire Alarm.
- If it is safe to do so close all windows and doors to contain the fire.

### **On hearing the fire alarm or being informed of the need to evacuate the school building**

The lead invigilator is responsible for stopping the exam, organising the other invigilators and allocating duties during an evacuation if the Exams Officer is not present.

**Students remain under exam conditions during an evacuation and must remain silent at all times. They must also remain isolated from other students and staff.**

### **The lead invigilator must:**

- Stop candidates from writing and instruct them to close their answer booklets.
- Inform candidates that they remain under exam conditions for the duration of the evacuation and that they **MUST** remain silent.
- Make a note of the time the exam is stopped.
- Tell candidates that all question papers and scripts are to be left in the examination room.
- Direct invigilators to supervise candidates as they evacuate, row by row, through the fire exits.
- Take the examination register with them to the Assembly Point (opposite the swimming pool, separate from the other students and staff.)
- Register all candidates and inform the Exams Officer immediately if anyone is missing.
- The Exams Officer will register invigilators.
- Candidates must be supervised as closely as possible whilst out of the examination room.
- Once the all clear has been given, candidates should be escorted back into examination rooms.
- Candidates should be given a few minutes to settle as they are told that they will have the full working time set for the examination. They must be

reminded that they remain under examination conditions.

- Once candidates have restarted the examination the lead invigilator must adjust the exam board, make a full note of the evacuation on the examination log, including the length of time candidates were out of the room, and what time they restarted the exam.

**Should the decision be made that the exam must be abandoned the Exam Officer will inform candidates and explain what action is to be taken.**