

EMERGENCY EVACUATION PROCEDURES

DURING EXTERNAL EXAMS

The first consideration must be the evacuation of the building to a place of safety. The following steps are to be taken to endeavour to maintain the integrity of the examination without in anyway compromising the safety of the pupils and staff.

The invigilator(s) will lead the examination candidates to the designated assembly point, which is away from the assembly point for the rest of the School. This will ensure that they are isolated from the other pupils.

In the event of an emergency evacuation, the following procedures apply:

- Note the time that the fire alarm went off and how long the examination has been running.
- **Do not** evacuate until directed to do so by the Exams Officer.
- Stop the candidates from writing and ask them to remain calm and to leave all examination question and answer papers on their desk. Nothing should leave the examination hall except the attendance register.
- **Before the candidates exit the examination hall, remind them that they are still under examination conditions and under NO CIRCUMSTANCES should they talk to one another or other pupils or access a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.**
- The awarding body attendance register and the PGHS internal register should be taken out with the invigilator.
- **The Invigilator will lead the group via the main examination hall doors in single file and in absolute silence. Exit the School premises via the double wooden gates, turn left, and walk to the junction of Hoppers Road and Stonard Road and assemble along the wall in single file.**
- The Invigilator should take a roll call to ensure that all pupils are present and accounted for.
- The Exams Officer/site officers must secure the examination room.
- Once the incident is over, follow instructions given for return to the examination hall.
- Note the time of re-starting the examination and change the finish time.