

EXAMINATIONS FIRE EVACUATION PROCEDURE

In the event of a fire alarm, the following procedures apply:

Tell the girls to stop writing and put down pens

Note the time that the fire alarm went off, how long the interruption lasts and how long the examination had been going on for.

IMPORTANT – BEFORE the students exit remind them that they are still under examination board conditions and under NO CIRCUMSTANCES should talk to one another. Remind them that a breach of regulations could mean disqualification from their examination.

Tell the students to remain calm and to leave their papers on their desks and **leave by the nearest fire exit**. As girls leave in single file ensure invigilators are interspersed with the exam candidates. The Lead Invigilator in each location should be the last person to leave and should take the registers. **Invigilators should take a roll-call, to ensure that all students are present and accounted for.**

CK is delegated to make her way to exam venues to help with the controlled evacuation.

IMPORTANT - the students should assemble on the tennis courts lining up along the fence closest to the Sports Hall. Please line up the students according to the examination taken eg. 1 line for GCE English, 1 line for GCSE French etc. This will ensure that they are isolated from the other classes/students.

Keep radio contact with the Examinations Officer and ask them for clearance before re-entering the Exams Hall. Note the time of re-starting the examination and change the finish time. The Lead Invigilator should record details of the incident on an Examination Report Form which should be handed to Carol King so that a Special Consideration Form can be produced.

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Name

I have read the and fully understand the Examinations Fire Evacuation Procedures.

Signed Date

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