



# Evacuation Procedures (Examinations)

2022/23



In the event of a fire alarm sounding during an examination, students must follow the instructions of the invigilators and exit the building via the nearest fire exit.

## **Sports Hall**

Students will be asked to leave their papers on their desks and be directed through the crash doors (emergency exits) into the delivery yard area where they will assemble in row order and be supervised by invigilation staff.

If this is not possible or the area is deemed unsafe, students will be led to the MUGA via the PE corridor and supervised in row order.

## **Other Rooms**

Students will be asked to leave their exam papers on their desks and evacuated immediately following the normal evacuation routes. Students will assemble in room order beside the Year 7 Homebase, here they will be supervised by invigilation staff/teaching assistants.

If this area is deemed unsafe students will be escorted to the access road near the Year 7/8 assembly area or through the delivery area to the MUGA.

## **General**

These orders are designed to keep the examination candidates from contact with the rest of the school population during the time of the evacuation.

If needed the Exams Manager can use a key to the padlock so that candidates can be taken into (or out of) the delivery area behind the Sports Hall in order to maintain segregation.

At the earliest opportunity, the Exams Manager will allow students back into the exam room(s) in order to continue the examination.

When it is convenient, the Exams Manager will contact the exam board(s) for further guidance.

## **Students with mobility issues**

Students with mobility issues will be accommodated as far as possible on the ground floor and will be escorted from the examination by one of the invigilation staff to the designated assembly point.

If a student with mobility issues is accommodated in other rooms upstairs they will be supervised at the top of the emergency staircase (safe zone) by an invigilator/teaching assistant and await help.