



Emergency Evacuation Procedure

2018/19

SGS

This policy is reviewed annually to ensure compliance with current regulations

Produced by

Name: K. Sinclair

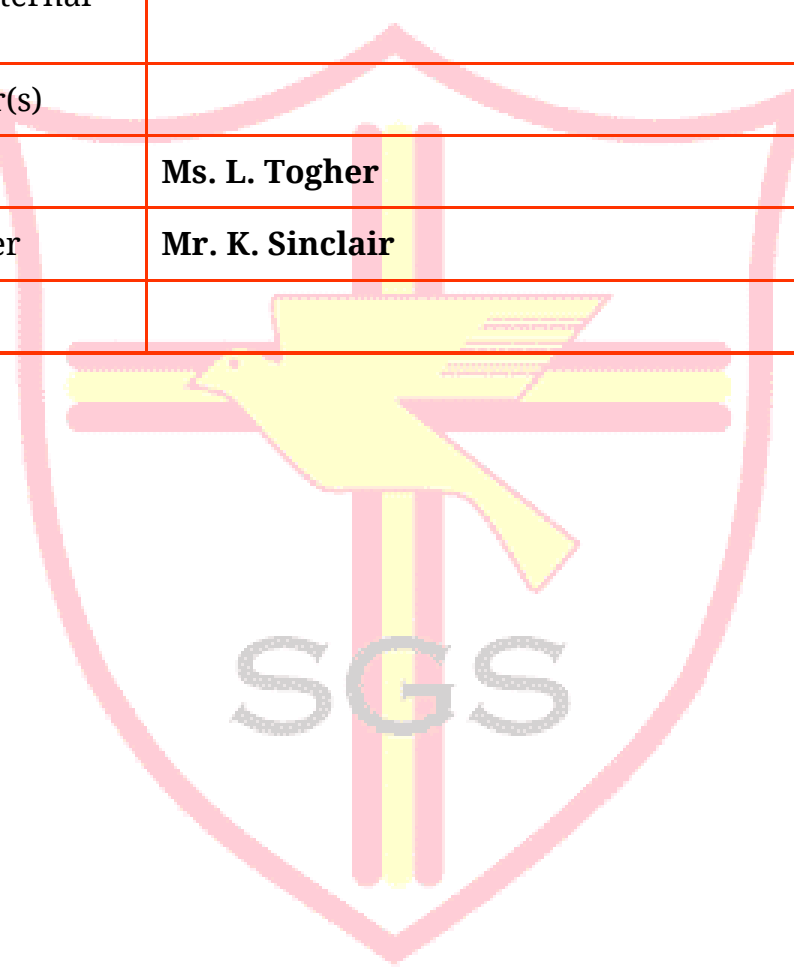
Title: Examinations Officer

Date of next review

1 March 2020

Key staff involved in the conduct of non-examination assessments

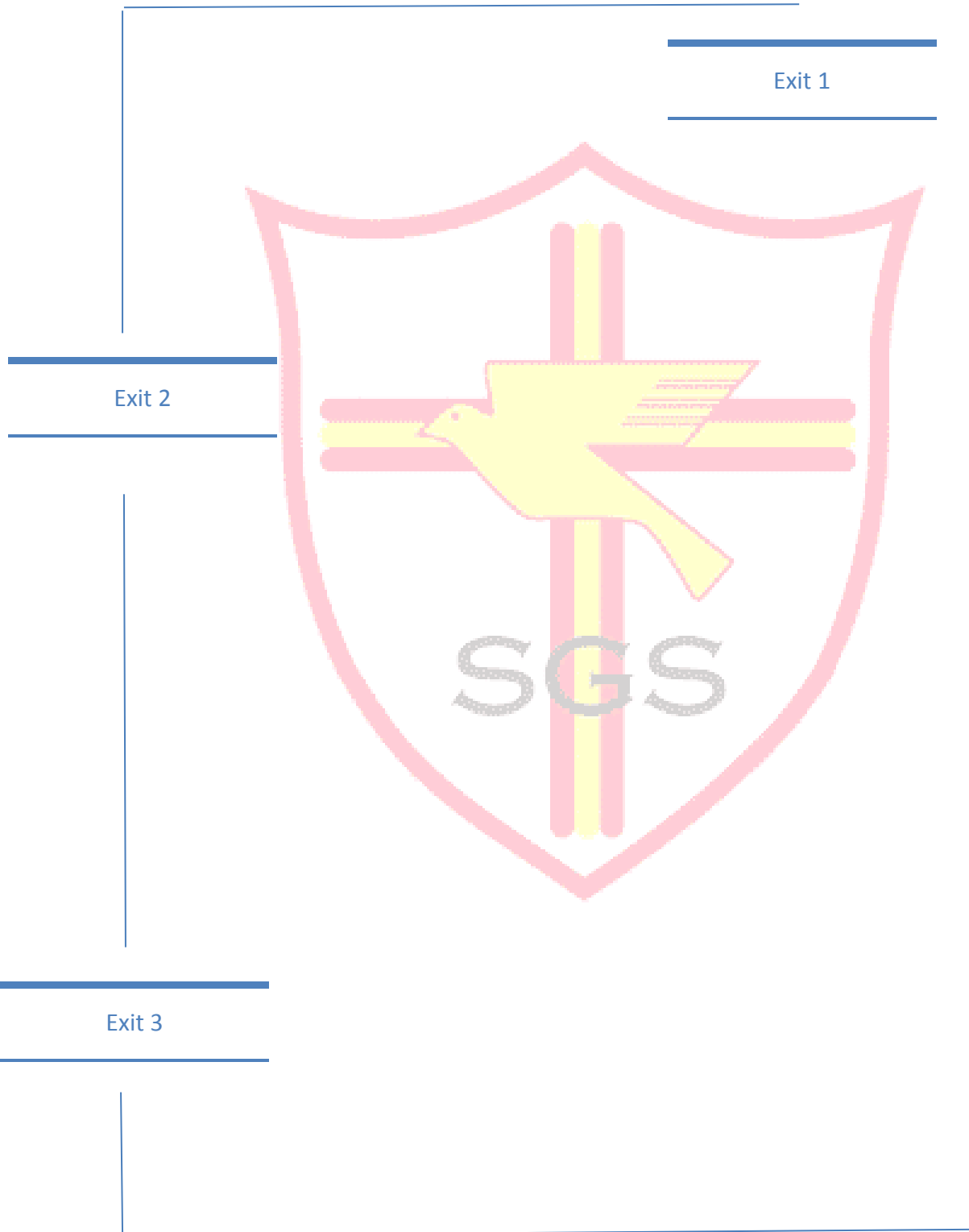
Role	Name(s)
Head of centre	Mr. A. Prindiville
Quality assurance lead/Lead internal verifier	
SLT member(s)	
SENCo	Ms. L. Togher
Exams officer	Mr. K. Sinclair



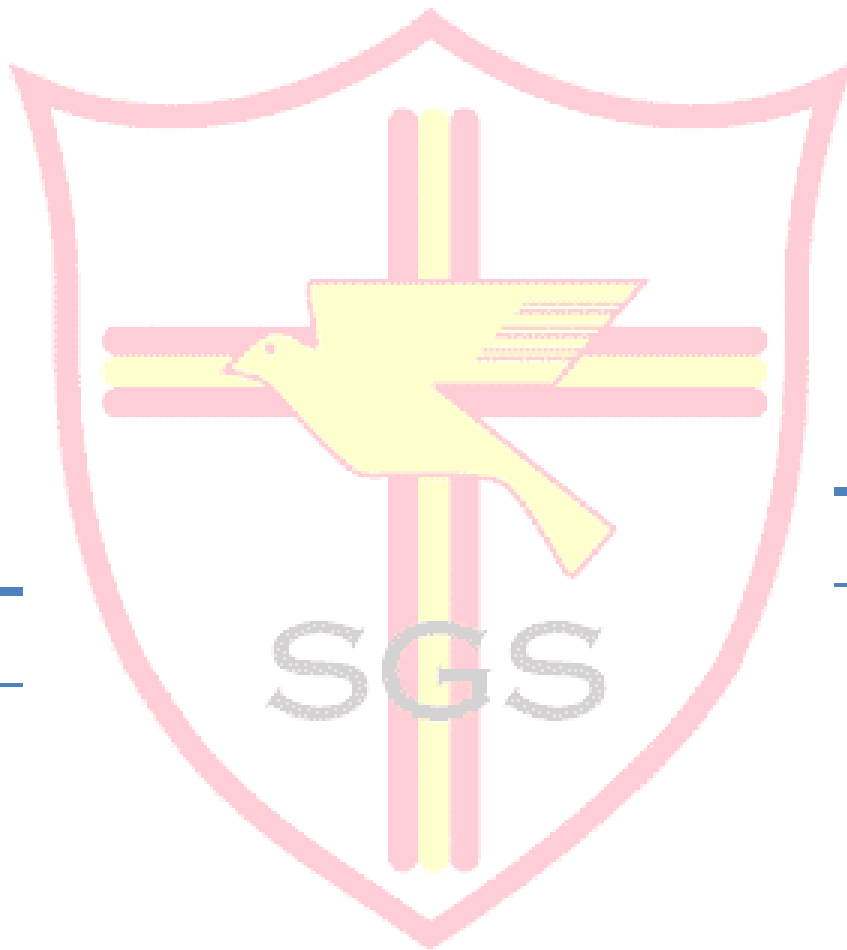
In the event of a fire alarm, the following procedures apply:

- Note the time that the fire alarm went off and how long the examination has been going on.
- All examination question and answer papers and materials should be left on the candidates' exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the Hall with the candidates.
- Tell the students to remain calm and ask them to leave their belongings and papers on their desk and leave by the nearest fire exit. These are located at the side door to the playground and the main door at the entrance to the Hall.
- IMPORTANT – BEFORE the students exit the Hall, remind them that they are still under examination board conditions and under NO CIRCUMSTANCES should talk to one another or use a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.
- 1 invigilator should leave with a group at each fire exit. The registers (photocopied and original) should be taken out with the invigilators, together with pens. Invigilators should take a roll-call, to ensure that all students are present and accounted for.
- IMPORTANT - the students should assemble in the playground just outside the Hall. This will ensure that they are isolated from the other classes/students. Please line up the students according to the examination taken eg. 1 line for GCE Media, 1 line for GCSE French etc.
- Keep contact with the Caretakers and ask them if you have the all clear for re-entering the Hall.
- Note the time of re-starting the examination and change the finish time. Decide if Special Consideration should be applied.
- For smaller examination rooms, the same rules apply. Just leave by the nearest exit and assemble on the playground Hall.

Emergency Exits – C1/C2



Emergency Exits - Hall



Exit 1

Exit 2

Exit 3