



**ASHFIELD
SCHOOL**

EMERGENCY EVACUATION PROCEDURE 2021-22 DURING AN EXAMINATION

Date of issue: 01/08/2021



In the event of a **Fire Alert** during examinations.

As a principle, it is intended to avoid evacuation of examinations at all times provided there is no risk to students.

If the fire alarm sounds *Invigilators* **MUST** follow this procedure.

1. Make a note of the time
2. Unless there is clear evidence of a fire in the vicinity of the examination room or other danger to life, *Invigilators* **MUST** ask students to remain in their place and **STOP** working.
3. *Invigilators* **MUST** await **direct** communication from either the *Examinations Officer / Muster Point Leader / HSO / Fire Officer*.
4. The **Examinations Officer / Designated Deputy** must ascertain whether the alarm is genuine. In the event that there is no fire a message to that effect will be passed, as a matter of urgency, to the examination room(s).

Never assume everything is okay and there is no need to evacuate you MUST await instruction.

5. The *Invigilator* **MUST** make a note of the length of time for which the alarm sounds and the details should be passed to the *Examinations Officer*.
6. If there is evidence of a fire, the *Lead Invigilator* **MUST** evacuate the examination room, noting the time at which this happens. Attendance Registers / Seating Plans **MUST** be in the possession of the *Lead Invigilator* to ascertain absentees.
7. Once a decision has been taken to evacuate, the *students* should be moved out in an orderly manner, row by row in silence and escorted by *Invigilators* to the **Muster Point** for the area that they are in. Each *Invigilator* should supervise no more than 30 *students* and must remain with them at all times.
8. If a decision is taken by the **Fire Officer** that it is safe to re-enter the building a message will be passed to **Muster Point Leaders**.
9. *Students* **MUST** re-enter the examination room in silence in groups, accompanied by the *Invigilator(s)* supervising them. On return to their seat they **MUST** be asked to wait for an instruction to resume the examination.
10. The *Lead Invigilator* **MUST** determine a new finish time, based on the time lost. *Students* **MUST** be told the new finish time, both verbally and by adjusted Start / Finish notices and instructed to begin writing.
11. At the end of the examination, whether the examination was evacuated or not, the *Examinations Officer* should reassure *students* that the incident will be reported to the Examination Board and that a request will be made for special consideration, to take account of the disruption encountered by *candidates*.
12. If it is unsafe to complete the examination the Examination Board **WILL** be contacted at the earliest opportunity to inform them of the problem.

