

EXAMINATION EMERGENCY EVACUATION PROCEDURES

FRIESLAND SCHOOL

Emergency evacuation procedures for examinations will vary according to the area in School which is being used for examinations. Each examination room will be provided with a copy of the examination evacuation procedure for that room and invigilators should familiarise themselves with its contents. If there is an incident which prevents an examination from continuing, the School will follow the procedures set out in its Examinations Contingency Plan and in its Critical Management Plan.
Contents:

- General Emergency Evacuation Procedures for Exams
- Emergency Evacuation Procedure – Sports Centre
- Emergency Evacuation Procedure – 6th Form
- Emergency Evacuation Procedure – English
- Emergency Evacuation Procedure – Maths and Science
- Emergency Evacuation Procedure – Technology
- Emergency Evacuation Procedure – Art and Humanities

EMERGENCY EVACUTATION PROCEDURE FOR EXAMINATIONS

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken and send to the relevant awarding body.

EXAMINATION EMERGENCY EVACUATION PROCEDURES

SPORTS CENTRE

In the event of a fire alarm or bomb alert, 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 fire exits at the back of the Sports Hall unless advised otherwise.
- IMPORTANT – BEFORE the students exit the Sports 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.
- UNDER NO CIRCUMSTANCES are students to take their mobile 'phones or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk being disqualified from their examination.
- 1 invigilator should leave with a group at each fire exit. The registers 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 main car park outside the Sports Centre and kept isolated from any other students. Please line up the students according to the examination taken.
- Wait until informed it is safe to re-enter the Sports Centre and lead students back in groups in silence.
- Note the time of re-starting the examination and change the finish time. Inform Jane Groves or Naomi White of the incident, so that Special Consideration can be applied for.

EXAMINATION EMERGENCY EVACUATION PROCEDURES

SIXTH FORM

In the event of a fire alarm or bomb alert, 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 room with the candidates.
- Tell the students to remain calm and ask them to leave their belongings and papers on their desk.
- IMPORTANT – BEFORE the students exit the exam room, 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.
- UNDER NO CIRCUMSTANCES are students to take their mobile 'phones or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk being disqualified from their examination.
- Invigilators should leave with students and take the register with them. Invigilators should take a roll-call, to ensure that all students are present and accounted for.
- IMPORTANT - the students should assemble in the paved area of the bus turning circle and kept isolated from any other students. Please line up the students according to the examination taken.
- Wait until informed it is safe to re-enter the building and lead students back in groups in silence.
- Note the time of re-starting the examination and change the finish time. Inform Jane Groves or Naomi White of the incident, so that Special Consideration can be applied for.

EXAMINATION EMERGENCY EVACUATION PROCEDURES

ENGLISH, H3 & 4, PE, DRAMA

In the event of a fire alarm or bomb alert, 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 room with the candidates.
- Tell the students to remain calm and ask them to leave their belongings and papers on their desk.
- IMPORTANT – BEFORE the students exit the exam room, 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.
- UNDER NO CIRCUMSTANCES are students to take their mobile 'phones or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk being disqualified from their examination.
- Invigilators should leave with students and take the register with them. Invigilators should take a roll-call, to ensure that all students are present and accounted for.
- IMPORTANT - the students should be led to the tennis courts and kept isolated from any other students. Please line up the students according to the examination taken.
- Wait until informed it is safe to re-enter the building and lead students back in groups in silence.
- Note the time of re-starting the examination and change the finish time. Inform Jane Groves or Naomi White of the incident, so that Special Consideration can be applied for.

EXAMINATION EMERGENCY EVACUATION PROCEDURES

MATHS AND SCIENCE CLASSROOMS

In the event of a fire alarm or bomb alert, 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 room with the candidates.
- Tell the students to remain calm and ask them to leave their belongings and papers on their desk.
- IMPORTANT – BEFORE the students exit the exam room, 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.
- UNDER NO CIRCUMSTANCES are students to take their mobile 'phones or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk being disqualified from their examination.
- Invigilators should leave with students and take the register with them. Invigilators should take a roll-call, to ensure that all students are present and accounted for.
- IMPORTANT - the students should be led to the Year 7 playground outside the Art rooms and kept isolated from any other students. Please line up the students according to the examination taken.
- Wait until informed it is safe to re-enter the building and lead students back in groups in silence.
- Note the time of re-starting the examination and change the finish time. Inform Jane Groves or Naomi White of the incident, so that Special Consideration can be applied for.

EXAMINATION EMERGENCY EVACUATION PROCEDURES

TECHNOLOGY ROOMS, IT5, RESOURCE CENTRE

In the event of a fire alarm or bomb alert, 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 room with the candidates.
- Tell the students to remain calm and ask them to leave their belongings and papers on their desk.
- IMPORTANT – BEFORE the students exit the exam room, 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.
- UNDER NO CIRCUMSTANCES are students to take their mobile 'phones or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk being disqualified from their examination.
- Invigilators should leave with students and take the register with them. Invigilators should take a roll-call, to ensure that all students are present and accounted for.
- IMPORTANT - the students should be led to the paved area of the bus turning circle and kept isolated from any other students. Please line up the students according to the examination taken.
- Wait until informed it is safe to re-enter the building and lead students back in groups in silence.
- Note the time of re-starting the examination and change the finish time. Inform Jane Groves or Naomi White of the incident, so that Special Consideration can be applied for.

EXAMINATION EMERGENCY EVACUATION PROCEDURES

ART, MUSIC, MFL, IT1 & 2, H1,2,5 & 6

In the event of a fire alarm or bomb alert, 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 room with the candidates.
- Tell the students to remain calm and ask them to leave their belongings and papers on their desk.
- IMPORTANT – BEFORE the students exit the exam room, 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.
- UNDER NO CIRCUMSTANCES are students to take their mobile 'phones or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk being disqualified from their examination.
- Invigilators should leave with students and take the register with them. Invigilators should take a roll-call, to ensure that all students are present and accounted for.
- IMPORTANT - the students should be led to the Year 7 playground outside the Art area and kept isolated from any other students. Please line up the students according to the examination taken.
- Wait until informed it is safe to re-enter the building and lead students back in groups in silence.
- Note the time of re-starting the examination and change the finish time. Inform Jane Groves or Naomi White of the incident, so that Special Consideration can be applied for.

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Head of Centre

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Date