



## Procedures for Fire and Emergency Evacuation during Exams (2024-25)

This document sets out the procedures for evacuating examination candidates at Ulverston Victoria High School in the event of a fire or other emergency evacuation.

### IN THE EVENT OF A FIRE ALARM:

- The lead invigilator will mark the time of the interruption on the Exam Room Diary Sheet, tell the students to stop writing, close their exam papers & leave all their papers on their desk.
- Evacuate the room in an orderly fashion row-by-row. **The students must NOT collect bags or coats & must leave in SILENCE.**
- The Lead Invigilator will take the exam attendance register & the seating plan with **them along with any medication they have for students** then exit via their nearest Fire Exit (please see attachment) & by following the Emergency Exit Signs.
- The Invigilators & Students must make their way to their Muster Point: **The middle playing field, facing the Gym.**
- Students must assemble in silence, row-by-row & in the same order as the exam seating plan. Then a register will be taken from the exam attendance register to establish if all Students are present.
- If there are missing students/invigilators then this information is to be passed on to the Exam Officer/Emergency Team member.
- Remind Students that they are still under exam conditions & during the Emergency Evacuation procedure they must not attempt to contact another Student or any other member of the School Community.
- The Exams Officer will proceed immediately to the Muster point where the lead Invigilator/s can make them aware of any missing persons. The Exams Officer can then make the Emergency Team aware.
- Once it has been confirmed it is safe to re-enter the building, the Exams Officer or a member of the Emergency Team will notify the lead invigilator when you can return to the examination room.
- When it is safe to return to the building, the candidates will be led back to their examination room and as soon as all candidates are seated and settled the examination will resume. The candidates will be entitled to the full time for the examination.
- The Exams Officer will contact the Examination Board in accordance with the Examination Board's regulations.
- In the event that a building is deemed unsafe to return to, the appropriate action will be followed as detailed in the UVHS Exam Contingency Policy.

### Candidates who require assistance

If a candidate is present who may need assistance in the event of an emergency evacuation, a named invigilator will be asked to take responsibility for escorting/aiding this candidate to the appropriate assembly point.



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### Emergency Evacuation Procedure for Students

#### What to do if there is an emergency during your exam

On the sound of the fire alarm (continuous ring):

Students must follow the instructions given by the exam invigilator(s). Exam conditions continue to apply so talking or gesturing to the other candidates is not allowed.

- Listen carefully to the instructions the invigilators give you.
- Leave the exam room row-by-row, calmly and always stay with the members of staff.
- Do not talk to other students, either from the exam or from outside – remember that you are still under formal exam conditions and must follow the exam regulations.
- Staff will take you out of the building and lead you to your Muster point: **The middle playing field, facing the Gym**. You will wait here until the emergency is over & it has been confirmed safe to re-enter the building.
- You will not lose any time from your exam. When it is possible to return to your exam room, any time lost will be added onto the end of your exam time.
- If you break any of the exam regulations during the evacuation procedure, this will be dealt with in exactly the same way as if it had happened in the exam room.

#### Designated Assembly Points:

**The middle playing field, facing the Gym.**



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### Invigilator instructions:

- Stop the exam noting the time on the “Fire Evacuation” sheet (attached).
- Ask the candidates to stop writing, put their pens down and close their answer booklet(s).
- Advise the candidates to stay calm and that the exam room will be evacuated.
- Remind the candidates that they are still under exam conditions and that talking or gesturing to the other candidates is prohibited.
- Students must leave their exam paper closed on the desk along with their equipment. They will not be allowed to collect their belongings.
- Evacuate the students from the exam room in an orderly manner, row-by-row. **Students to take any medication on their desks with them.** The lead invigilator will assign invigilators and other members of staff present to accompany and supervise the students as they leave the room. Each invigilator should remain with them at all times.
- Lead invigilator must take a copy of their exam attendance register & the seating plan for their exam room with them **along with any medication they have for students.**
- Students will be directed to the appropriate designated assembly point where they will wait **(The middle playing field, facing the Gym)** Students should remain in silence and do as instructed by any member of staff.
- DO NOT ALLOW STUDENTS TO RUN.**
- Once all candidates are evacuated, an invigilator must check that there are no students remaining in the exam room and close the fire doors.
- The roll call will then be completed in accordance with the exam attendance register & the seating plan and given to the Exam Officer responsible.
- The Health and Safety Manager and the Exams Officer will liaise with a member of the Senior Leadership Team to ascertain the status of the fire evacuation. Once it is safe to do so, the candidates will be escorted back to the examination room for the exam to be re-started in accordance with the exam board’s regulations.
- On returning to the exam room, ask the candidates to rule off their answer paper/answer book at the point reached when the examination was halted.
- Inform the students of the new finish time both verbally and by adjusting the start/finish times on the display boards.
- Reassure the students that a full report of the incident will be sent to the relevant examination board(s).
- Complete the Fire Evacuation Sheet AND the Exam Room Diary Sheet.

#### Designated Assembly Points:

**(The middle playing field, facing the Gym)**



## Procedures for Fire and Emergency Evacuation during Exams (2024-25)

### EXAM ROOM FIRE EVACUATION SHEET

Exam title(s):

Exam board(s):

Exam Room:

Length of exam:

Start time:

Exam stopped at:

Time remaining:

Exam restarted at:

Please ensure that this sheet is collected along with the attendance register in the event of a fire evacuation

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#### Emergency evacuation instructions followed during examinations

- Remain calm
- Invigilators to follow their instructions step by step
- All exam papers and answer booklets must be closed and left in the exam room
- Proceed in silence to the designated assembly point
- Candidates will remain separate from the rest of the school
- Candidates remain supervised under examination conditions
- Attendance register will be taken
- Students instructed not to attempt to communicate with anyone
- Once the examination can be restarted, the full working time will be allowed
- Awarding Bodies will be notified of any disturbance