



St Laurence School

## Exam Day Fire Procedures

***This document is included in the whole School Fire Procedures***

- ***During timetabled exams a copy will also be available in the Sports Hall and all other exam rooms***
- ***Invigilators have received an e-mail copy and is part of current training programme***

### Evacuation Procedure During the Exam Season

If the alarm sounds all students **in lessons** proceed to the Wiltshire Music Centre Car Park as usual.

#### Students in Access Arrangement Rooms/ Practical Exams

If the alarm sounds the invigilator will ask students to close their exam papers, leave all belongings in the exam room and to leave under their instruction. They should be escorted in SILENCE to the exam muster point in front of the science mobiles where invigilators will check all students are present against the exam attendance register. Students will be reminded that it is vital they do not talk and compromise the integrity of their exam papers.

Invigilators should supervise students and remain at the location until they have received further instructions from the senior member of staff with responsibility for exams.

#### Students in the Sports Hall

When the fire alarm sounds students should be asked to stop writing, close their exam paper and remain seated until instructed otherwise. Once the all clear has been given the exam will resume and the time lost will be added to the finish time of the exam.

If there is a need to evacuate the sports hall, the exams officer (or senior invigilator) will ask students to leave the hall by the two fire doors nearest home field. Rows will leave one at a time and will assemble in seating rows facing the sports hall on the field unless there is a need to evacuate the space more quickly. It is vital students remain in SILENCE so that the security of their exam is not compromised. The exams officer or senior invigilator will check that the same number of students are mustered as were identified on the seating plan.

This will enable students to return to the exam quickly by both doors if given the instruction to do so.

If it is not possible for students to return to the exam rooms to complete their exam, then the school will contact the exam boards and apply for special consideration.

If either of these muster points is thought to be unsafe students will be escorted to a muster point off site on Ashley Road recreation ground.

This policy will be reviewed annually to ensure compliance with current regulations

Approved by: \_\_\_\_\_ Standards Committee \_\_\_\_\_ Date: \_\_\_\_\_ Jan 2020 \_\_\_\_\_

Review date: \_\_\_\_\_ Jan 2021 \_\_\_\_\_