



# Emergency Evacuation Procedure (Exams)

2023/24

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
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# EMERGENCY EVACUATION PROCEDURE

## Hayes School (Bromley)

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm, or bomb alert, or other emergency that leads to an evacuation of the exam room.

### Emergency Evacuation Point

Actions to be taken (as detailed in the current JCQ Instructions for Conducting Examinations chapter 25.3 Emergencies)

The evacuation meeting point for any exam taking place is the **Sports Pitch**

Stop the candidates from writing and tell them to close their answer booklet

Advise candidates to leave all question papers and scripts in the examination room

Collect the attendance register (to ensure all candidates are present)

Evacuate the examination room in line with the instructions given by the appropriate authority and lock the door

Ensure the candidates leave the room in silence, candidates are to line up in the order they were sat in

Ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination

Students remain, in exam conditions, until PHP or a member of SLT advises it is safe to return

Update the incident log of the time of the interruption and give full details of how long it lasted, outlining the time the exam resumed

Allow the candidates the remainder of the working time set for the examination once it resumes with additional time added for time lost

### Additional centre-specific actions to be taken

If school is in lockdown – Lock the door. Turn the lights off and barricade the door. If possible cover windows. Update the incident log accordingly.