



## EMERGENCY EVACUATION PROCEDURE Centre 17632

In the event of an emergency evacuation of an exam room please take the following action:

1. Stop the exam by asking the candidates to stop writing and close their question papers and answer booklets.
2. Note the time in the exam room folder.
3. Tell candidates to remain in their seats and not to communicate in any way.
4. Ensure that the fire escape routes are ready to be used (doors to balcony in Great Hall / French windows in Exam Hall / doors to outside in the Sports Hall / doors to outside in Recital Hall). Be particularly careful in ML rooms. If you have a disabled student in your exam room, please begin to plan their exit.
5. In the case of a fire alarm, unless in immediate danger, contact the Examinations Office or wait for instructions from a member of the Examinations Team or SLT.  
If in immediate danger, use the emergency exits immediately and then contact the Head of Examinations, Examinations Office or School Office (numbers are in the exam room folder) as soon as possible.  
In case of a bomb threat, we follow the MTS Incident Management Plan which was created by referring to the government guidance:  
<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>
6. If you need to evacuate:
  - a) tell candidates they must leave everything as it is in the exam room. Their question paper and answer booklets must remain closed.
  - b) take the attendance register(s) and the exam room folder with you
  - c) ensure the candidates maintain silence, are kept under exam conditions and do not have contact with other people
  - d) try to maintain a 1:10 ratio, i.e. invigilator, 10 candidates, invigilator, 10 candidates, invigilator, etc. This should help to maintain the silence. If need be, we can send extra members of staff in order to maintain this ratio.
  - e) once at the meeting point, keep candidates in a straight line and do not allow them to talk. If any candidates do talk, please make a note of their name(s).
  - f) If there is a candidate who is unable to evacuate due to limitations of mobility, the candidate will need to go to the closest refuge point.
7. A member of the Examinations Team will meet you at the relevant meeting point. When it is safe to return to the exam room, they will escort you and candidates back to the exam room using the 1:10 ratio. Again, candidates must be kept silent and under exam conditions.
8. Once candidates are seated and calm, ask if they are all ready to begin. Tell them how long is remaining and restart the exam.

9. Ensure that new finishing times have been noted on the invigilation sheet and the notice board.
10. Add a detailed note (including timings, actions taken and a judgement on the impact on the candidates after the interruption/evacuation) to the incident log in the exam room folder.
11. 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
12. Examinations Team to make a full report of the incident and the actions taken and send to the relevant awarding body.

### **Meeting Points:**

From GRH: Please go through the balcony fire exits, across the Inner Quad (you can walk over the grass), under the clock tower and have the candidates line up along the path by the flagpole.

From EXH: Please go through the fire exit doors and line candidates up in the rose garden.

From SPH: Please go through fire exit at the front of the room and into the OMT car park.

From REH and Language Labs: Please come out of the Music block and line the candidates up on the pavement parallel to the road.

Head of Examinations  
September 2023  
To be reviewed September 2024