

LEICESTER GRAMMAR SCHOOL TRUST

STONEYGATE SCHOOL

EMERGENCY EVACUATION PROCEDURE FOR EXAM ROOMS WHILE AN EXAM IS IN PROGRESS

If the alarm bell rings:

Evacuate the room quickly **AND IN SILENCE** to the designated assembly area*

Evacuate by row and keep candidates in seating plan order if possible

Leave papers where they are

Take the exam folder from the room

Record the time at which the exam was interrupted

CANDIDATES SHOULD BE REMINDED THAT EXAMINATION CONDITIONS STILL APPLY

Once outside:

REMINDE CANDIDATES THAT EXAMINATION CONDITIONS STILL APPLY

Line up students in seating plan order if possible

Take a register to ensure that all candidates are present and inform the Fire Safety Officer of any missing candidates

Detailed seating plans are in the exam folder

If it is deemed safe to return:

REMINDE CANDIDATES THAT EXAMINATION CONDITIONS STILL APPLY

Return candidates to their seats

Re-start the exam when it is convenient to do so

Record the time at which the exam was resumed

Amend exam end times to reflect the interrupted time

If it is deemed unsafe to return:

Follow instructions given by the Fire Safety officer

*Assembly areas:

For Assembly Hall: exit via the emergency doors or main door and assemble on the grass bank near the Summer House.