



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 / first three French windows in Exam Hall / doors to outside in the Sports Hall / doors to outside in Recital Hall). Be particularly careful in ML rooms.
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, contact the Head of Examinations, Examinations Office or School Office (numbers are in the exam room folder) and then use the emergency exits immediately. 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 as it is in the exam room.
 - 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).
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 and actions taken) 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 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 2021
To be reviewed September 2022