Merchant Taylors' School

EXAMINATIONS – EMERGENCY EVACUATION POLICY

Centre 17632

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

1. Paper based exams:
   Stop the exam by asking the candidates to stop writing/typing and close their question papers, answer booklets. Those using a computer should save their work and close their computer.

   Onscreen Exams:
   Pause the assessment for all candidates and then ask the candidates to stop writing/typing and close their question papers, answer booklets. They do not need to close their computer.

2. Tell candidates to remain in their seats, that we will only evacuate if we are in danger and not to communicate in any way. Ensure that relevant candidates have removed their headphones/earplugs.

3. Note the time in the incident log.

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 when using classrooms – there should be a red Fire Notice in each classroom informing you of the evacuation procedure. If you have a student with a PEEP in your exam room, please begin to plan their exit.

5. In the case of a **fire alarm**, unless in immediate danger, contact the Exams Office or wait for instructions from a member of the Exams Team or SLT.
   If in immediate danger, use the emergency exits immediately and then contact the Head of Examinations, Exams Team 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.protectuk.police.uk/

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 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) in the incident log.
   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 – please let a member of the Examination Team know when you have sent them to this point so they can ensure the relevant member of staff will support

their evacuation. Addition information on how to support these students will be in your Exam Room folder.

7. A member of the Exams Team will meet you at the relevant meeting point. When it is safe to return to the exam room, they will escort you and the 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. For onscreen exams, you will need to restart the exam via the platform.

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 any observations of the impact on the candidates after the interruption/evacuation) to the incident log in the exam room folder.

11. Once the exam session has ended, the Exams Team will make a full report of the incident and the actions taken and apply for special consideration to the relevant awarding body. Where appropriate, communication will be sent to parents/guardians and candidate to inform them of the incident, action taken and the outcome.

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 side of the room and into the OMT car park.

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

From Chapel: Please go under the clock tower and have the candidates line up along the path by the flagpole.

From classrooms: Please follow the red Fire Evacuation notice instructions

Head of Examinations
October 2026
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