

# Emergency evacuation procedures

2017/18

<b>Completed by Exams Manager</b>	<b>Approved by SLT</b>
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## Emergency fire & Bomb evacuation procedure 2017/18

In the event of an emergency evacuation of an exams room for events such as:

- Fire/Fire alarm
- Bomb alert
- Any other emergency which requires an evacuation of an exams room

Invigilators at PTC School have been informed that they must take the following action (in accordance with JCQ [Instructions for conducting examinations](#) (ICE) regulation 18: Emergencies):

1. Stop the candidates from writing.
2. Collect the attendance register (in order to ensure all candidates are present). Also collect the absence list.
3. Evacuate the examination room in line with the instructions given by the appropriate authority.

In the event of a fire alarm at PTC School during exams the instruction is:

**Invigilators should await instructions from the Exams Manager or member of SLT as to whether the exam room should be evacuated.**

4. Advise candidates to leave all question papers and scripts in the examination room.
5. Inform candidates they must leave the room in silence.
6. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
7. When instructed, supervise the return of candidates to the exam room.
8. Make a note of the time of the interruption and how long it lasted.
9. Allow the candidates the full working time set for the examination.
10. Make notes of the incident to enable the Exams Manager to produce a full report of the incident and of the action taken to be forwarded to the relevant awarding body.

**In addition to the actions required by JCQ ICE regulation 18 above, invigilators are also informed of the following centre-specific actions or information:**

1. The exam room must be evacuated by the nearest fire exit
2. Candidates must be escorted to the assembly point on B Block playground (In front of the Gym). In the event of a suspected bomb students must be escorted to the end of the playing field
3. On returning to the exam room allow candidates time to settle down, reminding them they are still under exam conditions
4. Restart the exam and allow candidates the full working time set for the examination
5. Make relevant changes to the displayed finish time
6. All information regarding the evacuation must be recorded on the exam room incident log