



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

## School Policy 19c – Emergency Evacuation Policy, Centre No 14302

The Curriculum, Teaching and Learning Committee of the Governing Body is responsible for this policy. The person in the school who prepares the text of this policy for the Governors is the Senior Assistant Headteacher – Curriculum, Learning, Assessment and Progress. It will next be reviewed in October 2026.

### Evacuation Procedures in the event of a fire alarm or similar emergency

Please refer to the instructions in the JCQ Instructions for Conducting Exams ICE booklet

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

If the Fire Alarm sounds stop the candidates from writing and note the time accurately. The Exam Officer or a member of the Senior Leadership Team will report the nature of the situation.

If it is a false alarm restart the exam once the bell has stopped.

If there is a fire or other similar emergency and the room needs to be evacuated:

Collect attendance register (in order to ensure all candidates are present).

Reassure candidates that allowance will be made for the interruption.  
Candidates should remain silent at all times.

All question papers, scripts and personal stationery should be left on desks.

Evacuate the room as per the displayed Fire Notice Instructions.

The whole group (in the hall, G block or other rooms) should make their way out of the fire doors to the muster point. If other rooms are being used you should follow the evacuation procedure shown by the door, making your way down to the car park area in front of the East Courts. Candidates should be kept separated from the main group of evacuees. The Invigilators must stay with the candidates at all times. Candidates should stay silent and **are not allowed to discuss the examination**. Keep the candidates isolated and under careful supervision until told it is safe to return.

Make a note of the time when the examination resumes, allowing the full working time allowed for the exam.

Make a full report of the incident and action taken and send to the relevant awarding body and submit a request for special consideration.