

Merchant Taylors' School

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 / French windows in Exam Hall / doors to outside in the Sports Hall / doors to outside in Recital Hall). Be particularly careful in ML rooms. If you have a disabled student in your exam room, please begin to plan their exit.
5. In the case of a fire alarm, unless in immediate danger, contact the Examinations Office or

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 a judgement on the impact on the candidates after the interruption/evacuation) 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 to 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