

Exams Emergency Evacuation Procedure

***** For all exams held in the main building, the assembly point is the area by the bus shelter at the front of the College. For the Sports Hall, it is the car park. *****

In the event of an emergency such as a fire, you must:

- 1) Stop the candidates from writing and make a note of the time
- 2) Tell candidates to close their answer booklet and to leave all exam materials in the room
- 3) Inform the candidates they must leave the room IN SILENCE and must not discuss the exam whilst out of the room. They must remain under exam conditions.
- 4) Close the windows and lock the door if possible and safe to do so. If it is only a small number of students and it is safe to do so, you may take the papers with you and keep them with you at all times
- 5) Collect the attendance register and evacuate the exam room in line with the College's usual evacuation procedures. Exam students should assemble by the bus shelter at the front of the college
- 6) Ensure candidates are supervised as closely as possible while they are out of the exam room to make sure that there is no discussion about the exam. You are responsible for supervising this. If they can, Exams Office staff will join you.
- 7) Make a note of the time of the interruption and the duration
- 8) If you are given the all clear to return to the exam room, allow candidates time to settle and allow the full working time for the exam once it resumes. Take a new attendance register.
- 9) You should make a full report on the exam incident log
- 10) Any breach of question paper security or malpractice must be reported to the Exams Officer immediately.

Critical Incident (Lockdown) Procedure

A message will appear on all College devices as a signal to initiate lockdown (Alertus)

Run. Hide. Tell.

Make a note of the time lockdown was started and **pause the exam time**. You may wish to collect up papers if safe to do so.

Keep students in the exam room or other place of safety. Tell others of the danger so long as this does not endanger you.

If practical and without exposing yourself to greater danger, move as quickly as you can away from the incident.

Close all windows and doors and secure them. Turn off lights. Close blinds. Barricade doors if possible.

Keep your phone on silent. Keep quiet and hidden. Do not leave until you are given the all clear.

The on screen alert will look like this:

EMERGENCY ALERT SYSTEM

ALERT!

**SYSTEM TEST of the Alertus emergency alert system.
NO ACTION IS NEEDED. In a real emergency,
important alert information will be displayed here.**

Message issued: 12/19/2024 15:52:21 GMT

ACKNOWLEDGE