

## **EMERGENCY PROCEDURES at CHS South**

In the event of an emergency (e.g. the Fire Alarm sounding), the Exams Officer will return to the exam room as soon as possible, but until then, take the following action:

1. Stop the examination and record the time.
2. If possible over the sound of the fire alarm, instruct the candidates to remain in their seats and to arrange their papers neatly.
3. Keep the candidates in their seats and under exam conditions.
4. Await further instructions from the Exams Officer or a member of the School Leadership Team regarding evacuation.

It is School policy not to evacuate the Exam Room immediately unless a fire or smoke is actually visible.

If an evacuation is deemed necessary, take the following action:

1. ***Tell the candidates that they MUST NOT talk to anyone outside the exam room and that on leaving; they should push their chairs under their desk. Leaving papers and all equipment on the desks.***
2. ***Evacuate the room in an orderly fashion, one row at a time, (if possible) through the emergency exit doors.***
3. ***Take the examination register list with you, but not the question or answer papers.***
4. ***Take the candidates to the Fire Assembly Point on the Astro. Please note that candidates should be kept separate from their form/year groups and should be supervised at all times, maintaining exam conditions as far as possible.***
5. ***Invigilators should circulate frequently among the candidates and be alert for chatting or other signs of misconduct.***
6. ***On returning to the Hall, call the register again to ensure that all candidates return to the correct seat. Formally restart the exam, calculate the "stoppage" time and adjust the finishing time.***
7. ***Ensure the appropriate documentation is completed with the Exams Officer.***