



STREATHAM & CLAPHAM HIGH SCHOOL

Examinations Emergency Evacuation / invac Procedure

Person(s) responsible for this procedure		Exam Officer	
Last review by	Alison Bullock	Review date	September 2024
Date of next review		September 2025	

If the fire alarm rings continuously the invigilator must take the following action:

- Stop the candidates from writing, close exam papers.
- Scripts should be left on the desk. The invigilator will note down the time of the interruption.
- Leave all belongings in the examination room, collect the attendance register and evacuate in silence through the nearest fire exit to the Sports Hall side of the all-weather pitch.
- The sessions lead invigilator will check against the attendance register and report to the Examinations Officer.

- **Candidates must not talk to each other and will be supervised at all times.**

- On return to the examination room, candidates are permitted the full working time set for the examination.
- Ensure a full report is written on the incident to submit to the relevant awarding body.

Lockdown procedure:

- Staff and pupils to lock doors and remain silent. Hide under desks / in cupboards / dance studio or go to nearest classrooms. **To be reviewed after the Pharos security audit, Sept 24**