



**THE GILLFORD CENTRE**

# **Emergency Evacuation Procedure for Examinations**

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<b>Date:</b>	2025-2026
<b>Proposed review date:</b>	September 2026

# The Gillford Centre & School 180

## Emergency Evacuation Procedure for Examinations

When dealing with emergencies you must be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document – [School Crisis Management Plan](#)

The invigilator must take the following action in an emergency such as a fire alarm/ threat or crisis:

- Stop the candidates from writing
- Stop the timer for examination (log the time in which the evacuation began)
- Collect the attendance register
- Advise candidates to leave all question papers and scripts in the examination room
- Evacuate the examination room in line with the instructions given by the Exams Officer
- Candidates should not speak to anyone during the evacuation, examination conditions are still in practice
- Make sure that the candidates are supervised at all times while out of the examination room
- Allow candidates the full working time set for the examination (refer to the time in which candidates began the evacuation to establish the time remaining)
- The Exams Officer should make a full report of the incident and of the action taken (Send the report to the relevant awarding body)