

Our Lady's Catholic High School

Examinations Policy:

Emergency Evacuation Procedure During Exams

Love, Learn, Grow

At Our Lady's, we place Christ at the heart of everything we do. Through our school 'Being One of Ours' virtues, we nurture each individual to love, learn and grow in their unique, God-given potential, ready to be of service to the world.

Reviewed: Spring Term 2026
Next Review: Spring Term 2027

Instructions for a fire alarm during the exams

We do hope that no fire alarms go off during the exam period, however if one does go off these instructions must be followed in COMPLETE SILENCE.

1. Should the fire alarm go off, firstly do not panic. Tell students to put down their pens and take a note of the time. LGA will contact you to inform you if you need to evacuate the Examination Room. There is also a radio if you need to contact reception. The Lead Invigilator also has LGA's mobile number.
2. If it is necessary to evacuate the room students must leave the room in silence and in the order that they are sitting, one row at a time. They must leave all equipment in the exam room.
3. When leaving the room, they **MUST** be at least one metre away from the students in front and behind them.
4. Students will have to be kept separate from the rest of the school. We will leave by the fire exit at the front of the Sports Hall and line up on the playing field behind.
5. One invigilator will go first to ensure students line up in the correct place.
6. When students return to the exam room, they must not start writing until an invigilator tells them to do so. Take a note of the time of the re-start and the total time lost should be added to the end of the exam.
7. The most important aspect is the safety of yourselves and the students. If you observe any sign of a fire you should use your own initiative to evacuate the building.
8. If you are invigilating in a room other than the Sports Hall including those pupils who have been withdrawn for Special Educational Needs reasons the above instructions must still be adhered to. You must evacuate the room by the nearest safe exit. Keep candidates separate from any other pupils and take them to the gate between the Sports Hall and the Maths Block which will be opened by RCH and they should line up behind the Sports Hall with the rest of the candidates.