



## PROCEDURE IN THE EVENT OF A FIRE ALARM DURING A PUBLIC EXAMINATION

<b>POLICY INTENDED FOR:</b>	Staff and Students
<b>CATEGORY:</b>	Fire Safety
<b>PUBLISHED:</b>	Server, Policy Folders at College and Students Accommodations, Staff Handbook
<b>POLICY IMPLEMENTED BY:</b>	Principal
<b>POLICY MONITORED BY:</b>	Principal and Director of Studies
<b>REVIEWED BY:</b>	Principal
<b>REVIEWED DATE:</b>	August 2021
<b>CONSULTATION WITH:</b>	Senior Leadership Team (SLT)
<b>RECORD OF CHANGES &amp; ADDITIONS:</b>	None
<b>NEXT REVIEW:</b>	August 2022

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**IF THE ALARM SOUNDS WHILST YOU ARE INVIGILATING AN INTERNAL OR PUBLIC EXAMINATION:**

Stop the candidates from working by asking them to Put a line below their last answer and sign underneath it, close their booklets and put pens down.

**NOTE THE TIME AND HOW LONG THE EXAM HAS BEEN RUNNING.**

**IF THE ALARM STOPS WITHIN THREE SECONDS:**

Wait for the Exams Officer to arrive. The Exams Officer will confirm whether it is a false alarm and give further instructions.

**IF THE ALARM DOES NOT STOP:**

The Exams Evacuation Team will come up and assist with the evacuation. Before they get there:

Instruct the students that they are to leave in SILENCE, when told to do so.

Tell them that the **evacuation must be conducted under exam conditions** and failure to remain silent could jeopardise the security of the exam and will be reported to the exam board.

Together with the Exams Evacuation Team, escort students out with one member of staff at the front, one in the middle and one at the back, to the designated fire assembly point by 6 London Place, **AWAY** from the rest of the college. **Close the door of the exam room as you leave.**

In the eventuality that no one comes to assist you in the exam room, escort the students to the same place and call for assistance informing Exams Officer of your position.

Once there, space the candidates out and maintain silence between candidates.

**RESUMING THE EXAMINATION:**

Maintain silence until students are back in the exam room. Wait until the candidates are ready to begin again.

Instruct them that time will be added on to the end of the exam.

**NOTE** the time.

**ADJUST** the finishing time on the board.

**START** the exam.

Complete a full report on the incident once the exam is over.

**This policy is in accordance with new JCQ access arrangement requirements and adjustments relating to emergency evacuation during examinations, a new set of policies have been produced. These are being kept in the examination offices.**

### FURTHER INFORMATION

For further information about fire procedures OIC please speak with Kim Terrar.

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