



Christ the King Catholic High School

Examination Emergency Evacuation Procedure

On hearing a fire alarm *before* an examination:

- **Please proceed as you normally would for a fire alarm.**
- **Go to the assembly points on the yard and stand in your form groups.**

On hearing a fire alarm *during* an examination:

- 1) Stop writing.**
- 2) Listen to the instructions given by the invigilators. Stay with your group and leave immediately via the NEAREST FIRE EXIT and in SILENCE.**
- 3) It is important that you leave in SILENCE and remain in SILENCE as you are still under exam conditions and can still be disqualified from the exam.**
- 4) Proceed to the nearest FIRE ASSEMBLY POINT at the TENNIS COURTS in a quiet and orderly manner.**
- 5) Line up along the left hand side of the TENNIS COURTS and wait in SILENCE with the invigilators. Invigilators will have to do a register so line up a neatly as possible.**
- 6) Do not re-enter the building until you are advised to do so by the invigilators.**
- 7) When told to re-enter the examination hall please walk slowly and go directly back to your allocated seat number in SILENCE.**
- 8) The exam will continue as normal with the correct amount of time for the exam.**