



Fire Alarm Policy

(in conjunction with Exams Policy)

Date of original policy	March 2018
Date of review	March 2020
Date approved by Executive Headteacher	March 2020
Date Approved by Management Committee	
Signature of Chair of Management Committee	
Date of next review	March 2021

Note: the PRU operates with a Management Committee as its governing body. For all references to Governing Body and Governors in this document the duties and responsibilities will be carried out by the PRU Management Committee and its members.

When the fire alarm sounds during an exam

- Head Invigilator to request pupil to turn over all exam papers and stand
- Request all pupils to follow Head Invigilator and fire marshal to meeting point
- Additional invigilators to confirm room is empty of all pupils
- Room to be secured
- Additional Invigilators to join the exam pupils at the fire point
- Additional invigilators to remind pupils not to discuss the exam with each other or any 3rd parties

When returning to the exam room

- Head Invigilator to return to the exam room to confirm that it is safe to do so and that all paper's are face down
- Head Invigilator to request additional invigilators to bring pupils back into the exam room
- Additional Invigilators to re enforce that pupils do not turn over exam papers until instructed
- Head Invigilator to confirm to the pupils the period of time remaining in the exam
- Give them a few minutes to calm themselves before restarting the exam(s).
- Allow the candidates the full working time set for the examination.
- Make a full report of the incident and the action taken to forward to the relevant awarding body.
- Special consideration may be applied for on behalf of the students by the EO.