FREMAN COLLEGE

EXAM ROOM EVACUATION INSTRUCTIONS

IN THE EVENT OF A FIRE THE FOLLOWING PROCEDURE SHOULD BE FOLLOWED

If a fire is discovered, inform the invigilator immediately.
They will then inform the college office or the nearest member of staff.

The signal for evacuation of the College is the continuous ringing of the College bell.

Assembly point for exam candidates is

the field behind The Pavilion.

Upon hearing the Fire Alarm you must stop writing and remain seated. **When instructed by the invigilator,** you should leave behind all papers, scripts and belongings and leave the room in single file – leaving a gap between you and other candidates. Proceed in an orderly manner and leave the College building by the nearest designated exit designated by the member of staff. There must be no rushing on route to the assembly point. On arrival at the assembly point each student's attendance will be recorded.

No candidate must leave the assembly point until permission has been given by a member of staff. Candidates will be allowed to return to the exam room and complete their exam. The invigilator will have made a note of the time the exam was stopped and you will be allowed the full time to complete the paper.

Exam conditions apply at all times

SILENCE
NO COMMUNICATION WITH ANYONE