



Emergency evacuation policy (exams)

2018/19

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mr A. Shaw	
Date of next review	01/02/2020

Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	Mr G. Langston-Jones
Exams officer	Mrs J. Haddock
SLT member(s)	Mrs E. Boote Mr S. Peace Mr A. Shaw Miss D. Sullivan
SENCo	Miss D. Sullivan Mrs L. Findlay Mrs C. Bowler

Purpose of the policy

This policy details how Nether Stowe School deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

When is an emergency evacuation required?

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

Emergency evacuation of an exam room

Roles and responsibilities

Head of centre

- ▶ Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation
- ▶ Ensures any instructions from relevant local or national agencies are referenced and followed where applicable
- ▶ Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration

Senior leaders

- ▶ Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an exam room is required

Special educational needs coordinator (SENCo)

- ▶ Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate
- ▶ Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation

Exams officer

- ▶ Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- ▶ Ensures candidates are briefed (*Candidate exam handbook and school web-site*), prior to exams taking place, on what will happen in the event of an emergency in the exam room
- ▶ Provides a standard invigilator announcement for each exam room which includes appropriate instructions for candidates about emergency procedures and what will happen if the fire alarm sounds
- ▶ Provides an exam room incident log in each exam room
- ▶ Liaises with the SENCo and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- ▶ Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- ▶ Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the *special consideration* process where applicable (in cases where a group of candidates have been disadvantaged by a particular event)

Invigilators

- ▶ By attending training and/or update sessions, ensure they understand what to do in the event of an emergency in the exam room
- ▶ Confirm with the exams officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating
- ▶ Record details on the exam room incident log to support follow-up reporting to the awarding body by the exams officer

Other relevant centre staff

- ▶ Support the senior leader, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

Recording details

As soon as practically possible and safe to do so, details should be recorded. Details must include:

- ▶ the actual time of the start of the interruption
- ▶ the actions taken
- ▶ the actual time the exam(s) resumed
- ▶ the actual finishing time(s) of the resumed exam(s)

Further details could include

- ▶ report on candidate behaviour throughout the interruption/evacuation
- ▶ a judgement on the impact on candidates after the interruption/evacuation

Emergency evacuation procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room.



Emergency Evacuation Procedure for Examinations

In the event of a fire alarm, the following procedures apply:

Ask pupils to stop writing and to remain silent.

Record on the Invigilation Room Exam Log: The time that the fire alarm went off.

All pupils will begin evacuation from the exam venue.

Collect Seating Plan / Attendance Register.

All examination question and answer papers, and materials should be left on the candidates' exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the Hall with the candidates.

IMPORTANT – BEFORE the pupils exit the Hall, remind them that they are still under examination board conditions and under NO CIRCUMSTANCES should they communicate with one another. Remind them that a breach of regulations could mean disqualification from their examination.

Tell the pupils to remain calm and ask them to leave their belongings and papers on their desk and leave by the nearest fire exit. These are located on the playground side of the Hall.

Pupils should leave the Hall in single file, one row number at a time starting at row one. Pupils should stay at least one arms length away from one another.

UNDER NO CIRCUMSTANCES are pupils allowed to take their mobile 'phones or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk being disqualified from their examination.

IMPORTANT - the pupils should be directed (still in single file) to a safe area outside away from the main body of the school population. The venue for this place will be made clear by the member of SLT responsible for exams once a rolling risk assessment of the danger has taken place. Initially, pupils should be directed to the far right-hand side of the tennis courts. This will ensure that they are isolated from the other classes/pupils. Invigilators are to ensure that all pupils have been accounted for.

When the "all clear" has been confirmed then the pupils must be escorted back into the hall (still silent!) and invigilators to ensure they are back at the correct desk and all pupils are present.

The Examination can be re-started with the appropriate time allowed.

Record on the Invigilation Room Exam Log the time the exam was stopped and restarted, along with any disciplinary issues.

For smaller examination rooms, the same rules apply.

(Leave by the nearest exit and assemble in Tennis court area).