

Emergency evacuation policy (exams)

2017/18

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	Mr M Foley
Exams officer	Mrs C Boyles
Health & Safety Officer	Mr K Williams
SENCo	Mrs M Orchard

Purpose of the policy

This policy details how The Thomas Hardy 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

Health & Safety Officer

- ▶ 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
- ▶ Provides invigilators with a copy of the emergency evacuation procedures for every exam room
- ▶ Provides an exam room incident log in each exam room
- ▶ 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

Invigilators

- ▶ By attending training, ensure they understand what to do in the event of an emergency in the exam room
- ▶ Follow the actions required in the emergency evacuation procedure issued to them for every exam room

Other relevant centre staff

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

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
Actions to be taken (as detailed in the current JCO <i>Instructions for conducting examinations section 18, Emergencies</i>)
Stop the candidates from writing
Collect the attendance register (in order to ensure all candidates are present)
Evacuate the examination room in line with the instructions given by the appropriate authority
Advise candidates to leave all question papers and scripts in the examination room
Candidates should leave the room in silence
Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
Make a note of the time of the interruption and how long it lasted.
Allow the candidates the full working time set for the examination.
If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
Make a full report of the incident and of the action taken, to be sent to the relevant awarding body.
Additional centre-specific actions to be taken
If the exam is on one of the upper floors and there are any exam students who use a wheelchair, they will be advised to wait at the nearest evacuation point so that they can be assisted using one of the evacuation chairs. The Health and Safety Officer will be contacted immediately and asked to assist
Once the interruption has ended the exam may resume. The students should draw a line underneath the work they completed before leaving the room so that the examiners can see at what stage the interruption occurred.
The students will be allowed the full working time set for the exam.
In the case of severe weather conditions or any other major disruption that would affect the exam system, the college will adhere to the Exam Contingency Plan.