

# **Emergency evacuation policy (exams)**

## **2018/19**

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
SLT member(s)	Mrs N Ullah, Mrs L Morrison, Mr I Cornell, Mr J Dean, Mrs K Chittenden, Mr T Ennion, Mrs L Cheney
Health & Safety Officer	Mr K Williams
SENCo	Mrs M Orchard

### Purpose of the policy

This policy details how Thomas Hardye School deals with an emergency evacuation of the exam rooms 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, including information from the National Counter Terrorism Security Office on the *Procedures for handling bomb threats* <https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>
- ▶ Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration

### **Senior leader**

- ▶ 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*), prior to exams taking place, on what will happen in the event of an emergency in the exam room
- ▶ Provides invigilators with a copy of the emergency evacuation procedure for every 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
- ▶ Follow the actions required in the emergency evacuation procedure issued to them for every 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 (see below)

### **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
<b>Actions to be taken</b> (as detailed in current JCQ <a href="#">Instructions for conducting examinations</a> section 25, <b>Emergencies</b> )
Stop the candidates from writing and collect the attendance register (in order to ensure all candidates are present)
Advise candidates to leave all question papers and scripts in the examination room
Evacuate the examination room in line with the instructions given by the appropriate authority
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, and send to the relevant awarding body
<b>Additional centre-specific actions to be taken</b>
In the event of a continuous fire bell, evacuate the exam room immediately by the nearest fire exit. In the event of a pulsed/intermittent fire bell, wait in the exam room unless told to evacuate.
Escort candidates to the assembly point and await further instructions
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 & Safety Officer will be contacted immediately and asked to assist
When/if allowed to return to the exam room, allow candidates time to settle down, reminding them they are still under formal exam conditions and that they must not restart writing their answers until instructed to do so
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 interruption occurred
Announce clearly to the candidates when they may begin to write their answers (the exam will formally resume at this point) and specify the remaining time allowed for the paper(s)
Record the time the exam(s) resumed and amend the displayed finishing time
In the case of severe weather conditions or any other major disruption that would affect the exam system, the centre will adhere to the Exam Contingency Plan