



Emergency evacuation policy (exams)

2018/19

This policy is reviewed annually to ensure compliance with current regulations

Date of next review: March 2020

Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	Mrs L Johnson
Exams officer	Mrs L Kennedy
SENCo	Mr M Franks

Purpose of the policy

This policy details how King Edward VI Camp Hill School for Girls 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, 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 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.

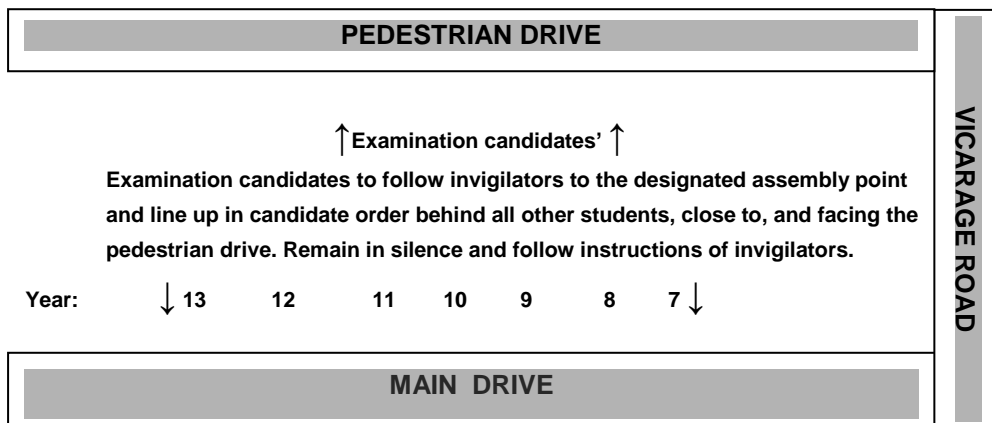
FIRE DRILL/ EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

CANDIDATES

In case of any emergency, if the Fire alarm sounds

YOU SHOULD

- BE SILENT, STOP WORKING AND LEAVE ALL QUESTION PAPERS AND SCRIPTS ON THE DESK
- LISTEN CAREFULLY TO INSTRUCTIONS FROM INVIGILATORS. YOU WILL BE ASKED TO LEAVE THE EXAMINATION ROOM IN SILENCE AND IN THE ORDER YOU ARE SITTING
- YOU WILL BE ESCORTED BY INVIGILATORS TO THE DESIGNATED ASSEMBLY POINT, SHOWN BELOW



- ALL CANDIDATES ARE TO REMAIN SEPARATE FROM OTHER PUPILS AND MAKE NO ATTEMPT TO REJOIN THEIR TUTOR GROUP
- YOU MUST WAIT IN SILENCE AND NOT MAKE ANY ATTEMPT TO COMMUNICATE WITH OTHERS
- WALK SAFELY TO YOUR ASSEMBLY POINT
- PUSH INTERNAL FIRE DOORS TO EXIT
- REGISTER PROMPTLY WITH YOUR INVIGILATOR ON ARRIVAL AT ASSEMBLY POINT
- REMAIN IN SILENCE AND WAIT UNTIL INVIGILATORS GIVE THE ALL CLEAR SIGNAL TO RETURN TO THE BUILDING
- RETURN TO EXAMINATION ROOM IN SILENCE, RETURN TO YOUR ALLOCATED SEAT.
- DO NOT START WRITING UNTIL THE INVIGILATORS ARE READY AND INFORM YOU TO DO SO. YOU WILL BE ALLOWED THE FULL WORKING TIME FOR THE EXAMINATION
- A REPORT WILL BE SENT TO THE EXAMINING BODY DETAILING THE INCIDENT

YOU SHOULD NOT:

- STOP TO COLLECT BELONGINGS**
- RUN**
- LINE UP WITH YOUR TUTOR GROUP**
- COMMUNICATE WITH OTHER CANDIDATES**
- USE THE LIFT**

FIRE DRILL/ EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

INVIGILATORS

THE INVIGILATOR MUST TAKE THE FOLLOWING ACTION IN AN EMERGENCY SUCH AS A FIRE OR A BOMB ALERT

- STOP THE CANDIDATES FROM WRITING.
- COLLECT THE ATTENDANCE REGISTER, LOG THE TIME OF THE INCIDENT AND EVACUATE THE EXAMINATION ROOM IN LINE WITH THE INSTRUCTIONS GIVEN BY THE APPROPRIATE AUTHORITY.
- INSTRUCT CANDIDATES TO LEAVE ALL QUESTION PAPERS AND SCRIPTS IN THE EXAMINATION ROOM. CANDIDATES SHOULD LEAVE THE ROOM IN SILENCE. (EXPLAIN TO CANDIDATES THAT IF THEY COMMUNICATE WITH OTHERS THEY WILL NOT BE ALLOWED TO CONTINUE THE EXAMINATION IF CANDIDATES ARE ALLOWED TO RETURN TO THE EXAMINATION ROOM AFTER THE EMERGENCY).
- 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.
- CANDIDATES ARE TO REMAIN SEPARATE FROM OTHER STUDENTS AND SHOULD NOT COMMUNICATE WITH ANYONE AS THEY ARE STILL UNDER EXAMINATION CONDITIONS.
- THE DESIGNATED ASSEMBLY AREA FOR EXAMINATION CANDIDATES IS ON THE FIELD AT THE FRONT OF THE SCHOOL. EXAMINATION CANDIDATES SHOULD ASSEMBLE BEHIND TUTOR GROUPS (WITH A SUITABLE DISTANCE TO PREVENT COMMUNICATION), CANDIDATES SHOULD NOT LINE UP WITH THEIR TUTOR GROUP
- ALLOW THE CANDIDATES THE FULL WORKING TIME SET FOR THE EXAMINATION. MAKE A FULL RECORD OF STOP AND START TIMES ON THE INCIDENT SHEET.
- MAKE A FULL REPORT OF THE INCIDENT AND OF THE ACTION TAKEN FOR THE EXAMINATION OFFICER TO SEND TO THE RELEVANT AWARDDING BODY.