

# Emergency evacuation policy (exams)

## 2017/18

This policy is reviewed annually to ensure compliance with current regulations

This policy can be viewed on the school website.

<b>Approved/reviewed by</b>	
Gail Elms – Chair of Governors	
<b>Date of next review</b>	March 2019

## Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	ANDREW CONROY
Exams officer	JULIE A GREEN
SLT member(s)	PAM FOY, ANNA FOWLER, STEPHEN BOLLAND, JOANNE DEE, KELLIE LOGAN, GARETH NORMAN
SENCo	SARA BURKE

### Purpose of the policy

This policy details how Werneth 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

##### 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 procedures for every exam room
- ▶ Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding 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

### **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
- ▶ Confirm with the exams officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating

### **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
<b>Actions to be taken</b> (as detailed in the current JCQ <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, and send to the relevant awarding body
<b>Additional centre-specific actions to be taken</b>
See appendix 1

# GCSE EXAMS FIRE ALARM POLICY 2017/18

## IN THE EVENT OF AN ALARM

- All pupils must be instructed to stop work and remain silent.
- Note the time this happens.
- Having noted the time of the alarm, all papers must be left on the pupil's desk
- Collect the attendance register (in order to ensure all candidates are present)
- Pupils will leave the room escorted by the invigilators – BY ROWS, NO TALKING
- FROM MAIN HALL – leave the hall, via the fire doors, escorted by Invigilators
- FROM HART SPACE – leave via the Main Reception doors and assemble at the front of school – ALONG THE BRICK FOOTPATH - NO TALKING
- KEEP AS MUCH DISTANCE AS POSSIBLE BETWEEN THE ROWS
- Return to the HALL, row by row, ONLY, after the all clear
- Pupils only start work when whole room is settled
- Note the time lost – continue with exam until full time allowance is used.
- Any irregularities during the period concerning students must be reported to the Exam's Office

Exam's Officer to submit a Special Consideration Application to the relevant Exam Board

**PLEASE NOTE, THIS IS A CHANGE OF POLICY  
TO BE REVIEWED OCTOBER 201**

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**Emergency evacuation policy (exams) template (2017/18)**