



## **Statement of Policy on Emergency Evacuation Policy (exams) 2017/18**

### **RATIONALE**

This policy is reviewed annually to ensure compliance with current regulations

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

### **AIMS**

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.

### **PRACTICES**

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
- 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)/ Deputy Exams Officer**

- 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 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- see specific procedures for PAC internal procedure non exam time (school evacuation policy) , and exam time- in this document**

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.

### **EVACUATION PROCEDURES AT EXAMINATION TIMES**

**EXAMINATION OFFICER: Mrs Cath Linton**

**DEPUTY EXAMINATION OFFICER: Mrs Marian Jamil**

### **FOR THOSE STAFF AND STUDENTS INVOLVED IN THE EXAMINATION**

At point of alarm the chief invigilator will await an instruction whether to evacuate the examination room(s) or not. This should be communicated to the chief invigilator(s) within a 4 minute time frame, ensure this is communicated to the invigilators in the rooms accommodating Special Examination Arrangement Students. IF NO COMMUNICATION IS RECEIVED WITHIN THE 4 MINUTE TIMESCALE EVACUATE TO NORMAL ASSEMBLY POINTS.

**ONLY A MEMBER OF SLT SHOULD GIVE THE INSTRUCTION TO STAY OR EVACUATE HOWEVER, IF NO INSTRUCTION IS CLEAR OR FORTHCOMING IN THE FOUR MINUTE TIMEFRAME THE INSTRUCTION IS TO EVACUATE. ENSURE EXAMINATION CONDITIONS ARE UPHELD THROUGH THIS WAITING PERIOD.**

If the alarm is a false one, the chief invigilator should ensure the examination environment is calm and instruct the students to continue with the examination. Note any interrupted time on the examination recording sheet.

If the alarm is a real emergency, normal evacuation procedures apply and all invigilators should follow the procedures laid down in the examination procedure handbook.

### **FOR THOSE STAFF AND STUDENTS NOT INVOLVED IN EXAMINATIONS**

At the point of alarm evacuation all normal evacuation procedures apply.

### **OTHER AREAS OF CHANGE DURING EXAMINATION TIMES**

- At examination times Directors of House will undertake the Roll Call for their respective House.
- If Mrs Nelson is on examination invigilation, then the office staff should undertake the distribution of roll call documentation.
- Fire Marshalls should make arrangements for someone to cover their "patch" where possible when they are scheduled to undertake invigilation duty.
- Mrs Wilson should check the invigilation rota each day during examination times and check off invigilators on duty in preparation for any potential alarm activation.

## Emergency evacuation procedure

### Actions to be taken if an evacuation is deemed necessary (as detailed in the current JCQ *Instructions for conducting examinations* chapter18, *Emergencies*)

Stop the candidates from writing

Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority. The lead invigilator must collect the emergency evacuation pack, including the attendance list and evacuation checklist from the front and make a note of the time the exam has been interrupted.

Once the senior member of staff has instructed candidates that any communication will disqualify them, students will be evacuated out of the Sports Hall, via the fire door at the back, in silence, two rows at a time, 10&9, 8&7, 6&5, 4&3 and finally 2&1.

Candidates should leave the room in silence.

For large numbers, candidates are advised to leave all question papers and scripts in the examination room. 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 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

When instructed, supervise the return of candidates to the exam room.  
Candidates should register with their form teacher remaining silent throughout.

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.

Make a full report of the incident and of the action taken, and send to the relevant awarding body

### Additional centre-specific actions to be taken

The exam room must be evacuated by the nearest fire exit – the back of the Sports Hall onto the yard or at the front via the PE corridor exit

Candidates must be escorted to the assembly points in the East Yard

On returning to the exam room allow candidates time to settle down, reminding them they are still under exam conditions

Make relevant changes to the displayed finish time

All information regarding the evacuation must be recorded on the exam room incident log

Ensure all students received a briefing on procedures at mock examination time, and in advance of the actual examination season.

At the beginning of each exam, invigilators are allocated with two rows for script collection at the end of the exam. If candidates have to be evacuated, the invigilator should escort the same two allocated rows out into the yard during the fire drill. Associate staff who are invigilating at the time of the fire drill will be expected to take their normal assembly positions as per the whole school policy. The chief invigilator, examinations officer and Deputy Head will supervise candidates as necessary.

If the examination is to be abandoned, then the school emergency procedures must be followed.

If the candidates are to be returned to the hall, they will do so in complete silence. Invigilators must show great vigilance in ensuring that no-one tampers with anything on the desks as they return.

Only when all the candidates are back at their desks and are ready to continue should they be told that they can open their booklets and continue writing. The time of the restart will be noted.

[The same procedure applies if the examination is located somewhere other than in the sports hall].

### **CHIEF INVIGILATOR: IN CASE OF EMERGENCY EVACUATION:**

- WAIT FOR SLT TO GIVE THE GO AHEAD TO EVACUATE (WITHIN FOUR MINUTES) – YOU WILL ONLY BE EVACUATED IF THE DRILL IS REAL, BUT IF IN DOUBT, EVACUATE.
- STOP THE STUDENTS FROM WRITING AND TELL THEM TO REMAIN IN SILENCE
- INFORM THEM TO LEAVE EVERYTHING ON THEIR DESKS WHEN THEY ARE DISMISSED
- COLLECT ATTENDANCE REGISTER, CLIP BOARD, PEN AND PAPER (WILL ALL BE IN A GRAB BAG AT THE FRONT, APART FROM THE ATTENDANCE LIST)
- MARK DOWN THE TIME THAT THE STUDENTS WERE ASKED TO STOP WRITING
- ASK INVIGILATORS TO STAND/WALK WITH THEIR ALLOCATED ROWS DURING THE DISMISSAL
- DISMISS THE ROWS
- LEAVE THE EXAM ROOM IN SILENCE
- STUDENTS AND INVIGILATORS TO TAKE UP NORMAL POSITIONS OUTSIDE DURING FIRE DRILL
- ALL STAFF TO MAKE EVERY EFFORT TO ENSURE THAT CANDIDATES DO NOT COMMUNICATE
- WHEN INSTRUCTED, SUPERVISE CANDIDATES RETURNING TO THE ROOM AND SITTING BACK DOWN
- MAKE A NOTE OF THE TIME THE EXAM WAS RE-STARTED
- EXAMS OFFICER TO PICK UP PAPER WORK FROM THIS POINT TO MAKE A FULL REPORT AND SEND TO THE RELEVANT AWARDDING BODY

### **INVIGILATORS: IN CASE OF EMERGENCY EVACUATION:**

- WAIT FOR SLT TO GIVE THE GO AHEAD TO EVACUATE (WITHIN FOUR MINUTES) – YOU WILL ONLY BE EVACUATED IF THE DRILL IS REAL, BUT IF IN DOUBT, EVACUATE.
- STAND/WALK WITH YOUR ALLOCATED ROWS DURING THE DISMISSAL- MAKE SURE YOU ARE AWARE OF YOUR ROWS AT THE BEGINNING OF THE EXAM – THEY WILL BE THE SAME ROWS YOU ARE ALLOCATED TO FOR SCRIPT COLLECTION.
- STUDENTS AND INVIGILATORS TO TAKE UP NORMAL POSITIONS OUTSIDE DURING FIRE DRILL
- PLEASE BE VIGILANT AND MAKE EVERY EFFORT TO ENSURE THAT CANDIDATES DO NOT COMMUNICATE

**EMERGENCY EVACUATION LOG – DURING EXAMINATION**

<b>DATE:</b>	<b>EXAM BOARD &amp; PAPER REFERENCE:</b>
<b>CHIEF INVIGILATOR:</b>  Have you collected attendance list?	<b>INVIGILATORS:</b>  ROW 1-2:  ROW 3-4:  ROW 5-6:  ROW 7-8:  ROW 9-10:  OTHER:  OTHER:
<b>TIME EXAM HALTED:</b>	<b>TIME EXAM RE-STARTED:</b>
<b>MALPRACTICE ISSUES:</b>	

Prepared by:

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Date Reviewed:

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Next review:

November 2018

Signed:



Head Teacher

Signed:



Chair of Governors