



# **Emergency Evacuation Policy**

## **2023/24**

<b>Last Review Date</b>	October 2023
<b>Cycle</b>	Annually
<b>Next Review date</b>	October 2024

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## Purpose of the policy

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

This policy is reviewed and updated annually to ensure that conflicts of interest at Stocksbridge High School are managed in accordance with current requirements and regulations.

## Key staff involved in the policy

Role	Name(s)
Head of centre	A Ireland
Exams Officer	D Moss
Senior leader(s)	N Layland, J Martin
ALS lead/SENCo	K Theobald

## 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.

As each incident may be different, advice will be sought from the relevant awarding body as soon as it is safe to do so, particularly where the centre is concerned about the security of the examination(s). (ICE 25.4)

Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control. (ICE 25.5)

## 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
- 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

### **Additional learning support (ALS) lead/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 through 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 ALS lead/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 application of 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, ALS lead/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.

In the event of a fire alarm, the following procedure applies:

1. Candidates are to stop writing, put down pens and close their answer booklet.
2. Invigilators will note the time that the fire alarm went off, how long the interruption lasts and how long the examination had been going on for.
3. Invigilators should wait to see if the second alarm sounds regarding whether the alarm is genuine and evacuation is required. The Exams Officer/SLT should inform all exam rooms as quickly as possible after the alarm sounds of whether evacuation is necessary.
4. Before the Candidates exit, the invigilators will remind them to remain calm, that they are still under exam conditions and under NO CIRCUMSTANCES should they talk to one another. A breach of these regulations could mean disqualification from their examination.
5. The Candidates should leave their papers on their desks, leave all belongings behind and make their way to the all-weather pitch/MUGA escorted by invigilators. Invigilators must attempt to keep all students in their sight as far as possible – each invigilator should keep around 30 students each in their supervision.
6. Candidates should be lined up on the first row(s), (before forms), according to the seating plan for that particular examination and must not join their normal forms. When assembled, the EO will take the register, with the invigilators making sure that their group of 30 are not talking.
7. The EO will then make their way back to the main exam room to ensure that the regulations are adhered to on return.
8. At the end of the emergency, SLT will inform the candidates when to return to the examination room and who should leave first. The invigilators will escort them back to the rooms and remind them that they are still under exam conditions and, under NO CIRCUMSTANCES, should they talk to one another whilst returning to the exam rooms.
9. On return to the examination rooms, the candidates will return to their seats quietly and wait to be told to resume the exam, still receiving the full working time set for the examination.
10. A full written report of the incident is then sent to the relevant examination board.