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Emergency evacuation policy (exams)

2017/18

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Name: Mrs K Hardy	
Title: Principal	
Date of next review	January 2019

Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	Mrs K Hardy
Exams officer	Mrs D Browning
SLT member(s)	Miss J Harlow, Mr B Francis, Mr T Smith, Mr T Jackson
SENCo	Mr R Jones

Purpose of the policy

This policy details how East Leake Academy 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 handbook - Essential Examination Information*), 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 procedures

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.

Exams Emergency Evacuation Procedure 2017/18

In the event of an emergency evacuation of the school for events such as :

- Fire/Fire alarm
- Bomb alert
- Any other emergency which requires an evacuation of an exam room.

The Fire Alarm will sound as a continuous bell

1. Stop the candidates from writing. Instruct them to close their scripts, remain silent and follow instructions given by the Invigilator. Make a note of the time.
2. Collect the seating plan, attendance registers and the diary listing absentees.

Invigilators should await instructions from the H&S Officer or member of SLT whether the exam room should be evacuated.

3. Candidates in the **main hall** should exit in an orderly fashion through one of the three fire exit doors and be escorted passing by the staff car park to the Exams Assembly point at the area in front of the D&T entrance.
4. Advise candidates 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 the question papers and scripts) to another place to finish the examination.

5. Inform candidates they remain under exam conditions and must remain silent.
6. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
7. When instructed, supervise the return of candidates to the exam room.
8. Allow candidates time to settle down before re-starting the examination allowing the full working time set for the examination.
9. Amend the displayed finish time.
10. Make a note of how long the interruption lasted.
11. Make diary notes of the incident to enable the exams officer to produce a full report of the action taken to be forwarded to the relevant awarding body.

Candidates in classrooms must remain under direct supervision of the Invigilator, exit in silence via the nearest fire exit. They should stay together and be taken to assemble in the same area, but separate, from support staff and visitors at the rear of the school.

Exams Emergency Lock Down Procedure 2017/18

These procedures will be activated when the safety of staff and students is put at risk due to an intruder attempting to enter, or succeeding in entering, the building.

The instructions apply to Examinations set in the main hall and classrooms.

The Fire Alarm will sound intermittently but repeatedly

1. Stop the candidates from writing. Instruct them to close their scripts, remain silent and follow instructions given by the Invigilator. Make a note of the time.
2. All doors and windows should be closed and locked/blocked where possible. Curtains and blinds should be drawn.
3. Staff and students should keep away from windows. In the main exam hall the storage cupboard or behind the stage curtains could be considered as a refuge.
4. Staff should keep the students calm and silent.
5. All staff and students should remain where they are until the "All clear" signal is given. The Fire Alarm will ring continuously for 10 seconds.
6. Remind students they remain in Exam Conditions and if necessary re-instate the exam furniture.
7. Allow candidates time to settle down before re-starting the examination allowing the full working time set for the examination.
8. Amend the displayed finish times
9. Make a note of how long the interruption lasted.
10. Make diary notes of the incident to enable the exams officer to produce a full report of the action taken to be forwarded to the relevant awarding body.

Bomb Threat Evacuation Procedure 2017/18

The instructions apply to Examinations set in the main hall and classrooms.

The Fire Alarm will sound in one second bursts (on and off)

1. Stop the candidates from writing. Instruct them to close their scripts, remain silent and follow instructions given by the Invigilator. Make a note of the time.
2. Inform candidates they remain under exam conditions and must remain silent.
3. Collect the seating plan, attendance registers and the diary listing absentees.
4. Advise candidates to close and leave all question papers and scripts in the examination room but staff and students must take all bags and coats.

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.

5. All windows and doors are to be left **OPEN** to minimise the blast.
6. Candidates in the **main hall** should exit in an orderly fashion through one of the three fire exit doors and be escorted via the staff car park on to Lantern Lane. The muster point will be at **Gotham Road Playing Fields**. Exam candidates should be kept together but isolated from other evacuees.
7. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
8. Staff **MUST** check the room/area for any suspicious bags/packages left. **DO NOT TOUCH ANY SUCH OBJECT** but inform the senior staff member at the muster point who will inform the police.
9. If an **ALL CLEAR** is declared, supervise the return of candidates to the exam room.
10. Allow candidates time to settle down before re-starting the examination allowing the full working time set for the examination.
11. Amend the displayed finish times.
12. Make a note of how long the interruption lasted.
13. Make diary notes of the incident to enable the exams officer to produce a full report of the action taken to be forwarded to the relevant awarding body.

Candidates in **classrooms** must remain under direct supervision of the Invigilator, exit in silence via the nearest fire exit and be taken to assemble at the muster point at **Gotham Road Playing Fields**. They should be kept together but isolated from other evacuees.