



## Emergency evacuation policy exams 2017-18

**Lead Person:**

**Director of Studies**

**Governing Body Committee:**

**Admissions**

**Required by:**

**JCQ**

**Review:**

**November 2018**

### 1. Purpose of the policy

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. This policy is to be used in conjunction with the schools Emergency Procedure Protocol

### 2. 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

### 3. 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 (see page 4 onwards)
- 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

#### 4. 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.

<b>Emergency evacuation procedure</b> <b>Actions to be taken</b>
1 Stop the candidates from writing
2 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
3 Evacuate the examination room in line with the instructions given by the appropriate authority
4 Candidates should leave the room in silence
5 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
6 Make a note of the time of the interruption and how long it lasted.
7 Allow the candidates the full working time set for the examination.
8 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
9 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>
10 Follow the Emergency Evacuation Procedure, for the room you are in, found in The Crypt School Conduct of Examinations File
11 Take candidates to the assembly point as detailed in Emergency Evacuation Procedure found in The Crypt School Conduct of Examinations File

# EMERGENCY EVACUATION

## MAIN SCHOOL HALL & HENLEY ROOM

1. When the Emergency Alarm is heard or evacuation is required candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk. (If there are only a few candidates, consider the possibility of evacuating candidates (with question papers and scripts) as it may be possible to finish the exam in another location.)
2. Make a note of the time in the log book and take the attendance register and log book with you.
3. Tell the candidates to follow your directions to evacuate the Hall and not to make any contact with any other candidate or student.
4. Open both fire doors that lead from the Hall to the Quiet Area.
5. One invigilator should lead candidates out with the other invigilators at suitable distances between candidates. The last invigilator out should make sure all doors are shut.
6. Lead the candidates out by row and assemble them still in their rows in the quiet area on the far side of the tree in the middle.
7. Remain with the candidates making sure they remain silent and do not communicate with one another until you are given permission to return to the Hall.
8. When the all clear has been given by either the Examinations Officer or SLT member, return to the Hall make a note of the time once all candidates are in their places.
9. Candidates should be told on entering the Hall to sit at their desks and wait for instructions.
10. Once candidates are all seated remind them that they are still under examination conditions. Tell them they may begin writing and allow the full remaining working time for the examination. Record the time.
11. Write the new finish time(s) on the board in the exam room
12. At the end of the exam give the log book to the Examinations Office so that they can make a full report to the Awarding Body.

# EMERGENCY EVACUATION

## MUSIC ROOM

1. When the Emergency Alarm is heard or evacuation is required candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk. *(If there are only a few candidates, consider the possibility of evacuating candidates (with question papers and scripts) as it may be possible to finish the exam in another location.)*
2. Make a note of the time in the log book and take the attendance register and log book with you.
3. Tell the candidates to follow your directions to evacuate the room and not to make any contact with any other candidate or student.
4. The invigilator should make sure all doors are shut.
5. Lead the candidates out via the Music room corridor, between room S1 & the Cricket Pavilion to the far side of the Cricket Pavilion, well away from the rest of the school who will assemble on the playground next to the sports field.
6. Remain with the candidates making sure they remain silent and do not communicate with one another until you are given permission to return to the Music room.
7. When the all clear has been given by either the Examinations Officer or SLT member, candidates should be told on entering the Music room to sit at their desks and wait for instructions.
8. Candidates should be told on entering the Music room to sit at their desks and wait for instructions.
9. Once candidates are all seated remind them that they are still under examination conditions. Tell them they may begin writing and allow the full remaining working time for the examination. Record the time.
10. Write the new finish time(s) on the board in the exam room
11. At the end of the exam give the log book to the Examinations Office so that they can make a full report to the Awarding Body.

# EMERGENCY EVACUATION

## ROOMS 24, 25, 26 & 27 SEN and Upper School Office

1. When the Emergency Alarm is heard or evacuation is required candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk. *(If there are only a few candidates, consider the possibility of evacuating candidates (with question papers and scripts) as it may be possible to finish the exam in another location.)*
2. Make a note of the time in the log book and take the attendance register and log book with you.
3. Tell the candidates to follow your directions to evacuate the room and not to make any contact with any other candidate or student.
4. The invigilator should make sure all doors are shut.
5. Take the candidates down the fire escape situated outside the Staff Kitchen.
6. Assemble the candidates in the Quiet area or the grass outside the Dining Hall.
7. Remain with the candidates making sure they stay silent and do not communicate with one another.
8. When you are given permission by either the Examinations Officer or member of SLT, return to the exam room the same way.
9. Candidates should be told on entering the exam room to sit at their desks and wait for instructions.
10. Once candidates are all seated remind them that they are still under examination conditions. Tell them they may begin writing and allow the full remaining working time for the examination. Record the time.
11. Write the new finish time(s) on the board in the exam room
12. At the end of the exam give the log book to the Examinations Office so that they can make a full report to the Awarding Body.

# EMERGENCY EVACUATION

## COOKE BUILDING

1. When the Emergency Alarm is heard or evacuation is required candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk. *(If there are only a few candidates, consider the possibility of evacuating candidates (with question papers and scripts) as it may be possible to finish the exam in another location.)*
2. Make a note of the time in the log book and take the attendance register and log book with you.
3. Tell the candidates to follow your directions to evacuate and to not make any contact with any other candidate or student
4. Take the candidates out of the fire doors and across to the grass behind the cricket pavilion. Make sure all doors are closed after leaving the room
5. Make sure the candidates do not talk to each other or any other students going to their assembly point on the playground next to the playing field.
6. Remain with the candidates making sure they remain silent and do not communicate with one another until you are given permission by either the Examinations officer or a member of SLT to return to the exam room the same way.
7. Candidates should be told on entering the exam room to sit at their desks and wait for instructions.
8. Once candidates are all seated remind them that they are still under examination conditions. Tell them they may begin writing and allow the full remaining working time for the examination. Record the time.
9. Write the new finish time(s) on the board in the exam room
10. At the end of the exam give the log book to the Examinations Office so that they can make a full report to the Awarding Body.

# EMERGENCY EVACUATION

## ENGINEERING BLOCK Rooms 15, 16 & 17

1. When the Emergency Alarm is heard or evacuation is required candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk. (If there are only a few candidates, consider the possibility of evacuating candidates (with question papers and scripts) as it may be possible to finish the exam in another location)
2. Make a note of the time in the log book and take the attendance register and log book with you
3. Tell the candidates to follow your directions to evacuate the room and not to make any contact with any other candidate or student.
4. Take the candidates out and across to the grass between the Engineering block and Food Technology suite. Make sure all doors are closed when you leave.
5. Make sure the candidates do not talk to each other or any other students going to their assembly point on the playground next to the playing field.
6. Remain with the candidates making sure they remain silent and do not communicate with one another until you are given permission by either the Examinations officer or a member of SLT to return to the exam room the same way.
7. Candidates should be told on entering the exam room to sit at their desks and wait for instructions.
8. Once candidates are all seated remind them that they are still under examination conditions. Tell them they may begin writing and allow the full remaining working time for the examination. Record the time.
9. Write the new finish time(s) on the board in the exam room
10. At the end of the exam give the log book to the Examinations Office so that they can make a full report to the Awarding Body

**END**