

THE TELFORD PRIORY SCHOOL



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EMERGENCY EVACUATION POLICY

Purpose of the policy

This policy details how The Telford Priory School 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.

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. including information from the National Counter Terrorism Security Office on the Procedures for handling bomb threats
<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats> (delete)
- Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration

Operations Business Manager

- 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 aware of the expectation and what will happen in the case of an emergency evacuation by arranging an annual walk-through evacuation
- Ensures invigilators are aware of the emergency evacuation route and 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 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 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, 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

<p>Actions to be taken (as detailed in current JCQ <u>Instructions for conducting examinations</u> section 25, Emergencies)</p>
<p>Inform candidates to stop writing, to remain seated and in silence. Reiterate they are still under exam conditions and any breach of the regulations could lead to disqualification</p>
<p>Tell candidates to close their answer booklets and leave all question papers and scripts in the exam room</p>
<p>Reiterate bags, personal possessions including mobile phones are to remain in the exam room</p>
<p>Collect the attendance register, make a note of the time the alarm went off and the time the exam started and evacuate the examination room</p>
<p>Escort the candidates in silence to the coach turning point at the front of the school past the tennis courts, line them up as per the seating plan and take the register</p>
<p>Once it is safe escort the candidates back into the exam room in silence</p>
<p>Once candidates are settled formally restart the exam, announce clearly how much time is left and amend the finishing time(s)</p>
<p>If numbers are small enough, consider taking the candidates to another place to finish the exam</p>
<p>Submit a full report of the incident and the action taken to the Awarding Body with an application for special consideration</p>