



THOMAS ALLEYNE'S HIGH SCHOOL  
UTTOXETER

# Emergency Evacuation Procedure (exams)

## 2023/2024

This policy is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
Managing and Resources Committee May 2023	
<b>Date of next review</b>	May 2024



## 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

## 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 (SENDCo)

- 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 at the start of each exam session 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

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- Liaises with the SENDCo 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, SENDCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms



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## Exam Emergency Evacuation Procedure 2022/2023

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

- Fire/Fire alarm
  - Bomb alert
  - Any other emergency which requires an evacuation of an exams room
- (in accordance with JCQ Instructions for conducting examinations (ICE) regulation 18: Emergencies)

**Invigilators – ensure that you are fully aware of this procedure before the start of all exams.**

### On hearing the fire alarm:

1. Stop the candidates from writing and tell them to close their paper
2. Make a note of the time the exam was stopped
3. If you see smoke or flames, evacuate by the nearest fire exit immediately without waiting further instructions.
4. Otherwise, await instructions from a member of SLT or the Exams Officer as to whether the exam room should be evacuated.
5. If an evacuation is required - collect the seating plan and attendance register.
6. Advise candidates to leave all question papers, scripts and belongings in the examination room.
7. Inform candidates that they must leave the room in silence and in a calm, orderly manner.
8. **THEATRE, STAGE, EDE, KEELING HOUSE, Rm 23 , Rm 24, Library** – should assemble at the rear of the school on the top left of the sports field, nearby the (Maths) classrooms and remain separate from the rest of the students
9. **GYM** will leave via the side entrance closest to the Sports Hall and should assemble on the sports field towards the bottom right (nearby the sports hall) and remain separate from the rest of the students.
10. When assembled check the candidates against the exams register
11. Candidates must be supervised at all times and remain silent
12. When instructed, supervise the return of candidates to the exam room.
13. Make a note of the time of the return time.
14. Allow the candidates the full working time set for the examination.
15. Make notes of the incident to enable the exams officer to produce a full report of the incident and of the action taken, to be forwarded to the relevant awarding body.