

# The Heathland School

*A Mathematics and Science College*



<b>Emergency Evacuation Policy</b>	<b>2023 - 2024</b>
Person(s) Responsible:	Deputy Head Curriculum, Exams Officer
Status:	Statutory
Date Approved:	<b>February 2024</b>
Review Period:	As and when required

## Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	<b>Mr J M Rose</b>
Exams officer	<b>Miss K Kundi</b>
SLT member(s)	<b>Mrs M Sandhu, Deputy Head (Curriculum)</b>
SENCo	<b>Ms C Muiyah</b>

## Purpose of the policy

This policy details how The Heathland 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 25.6)

Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice. (ICE 25.6)

## **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.
- ▶ Ensures any breach of question paper security or malpractice is reported to the awarding body **immediately (ICE25.5)**

#### **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 during assembly, 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 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
- ▶ Ensures a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4)
- ▶ Ensures an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 25.7)

### **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 details of the incident
- 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 a bomb alert** or other emergency that leads to an evacuation of the exam room.

- Stop the students from writing and advise to close their answer booklet.
- Collect the attendance register (to ensure all candidates are present).
- Make a note of the time the examination was suspended.
- All examination question and answer papers and materials should be left on the candidates' exam desk and **NOT** taken out with them. No bags or personal belongings should be taken out of the exam venue with the candidates.
- Ensure students remain calm and leave by the nearest fire exit in silence.
- **IMPORTANT – BEFORE** the students exit the exam venue, remind them that they are still under examination board conditions and under **NO CIRCUMSTANCES** should talk to one another. Remind them that a breach of regulations will result in disqualification from their examination paper or subject.
- **IMPORTANT** – all students should assemble in the Mauve courtyard opposite the Drama Suite and remain in **SILENCE**. Make sure there is no discussion about the examination. Please line up students according to the examination being taken.
- 1 invigilator should leave with a group at each fire exit. The registers and pen should be taken out with the invigilators. Invigilators should take the register once students are in the Mauve courtyard to ensure that all students are present and accounted for.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scrips) to another place to finish the examination.
- Once the building has been deemed safe, escort all students back to their examination desks in silence.
- Once students are seated and settled re-start the examination, reminding the students that they are still under formal exam conditions and must not restart writing their answers until instructed to do so.
- Announce clearly to candidates when they may begin to write their answers (the exam will formally resume at this point) and specify the remaining time allowed for the paper(S).
- Make a note of the exam(s) resumed and amend the displayed finishing time.
- Allow the candidates the remainder of the working time set for the examination once it resumes (candidates must be given the opportunity to sit the examination for its published duration).
- Record as much detail on the exam room incident log (ensuring candidates are continually supervised throughout the whole time the resumed exam is in progress and giving complete attention to this duty at all times) and ensure the exams officer is fully briefed at the end of the exam(s) to enable a full report to be submitted to the awarding body/bodies.