

Emergency Evacuation Policy

(Exams)

2020/21

Amended: November 2020

Approved by Governors: November 2020

Review date: September 2021

Reviewing Panel: Standards, Staffing and Curriculum (SSC)

Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	David Wright
Exams officer	Honor Dignan-Roth
Senior leader(s)	Ethan Roberts, Emma Jordan, Seddeer Amran, Nicola White, Hannah Tuna, Sarah Fowler, Jonathan Newby
ALS lead/SENCo	Sarah Fowler

Purpose of the policy

This policy details how Woodlands 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 24.5)

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>
- Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration

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 (insert how, as example through Candidate exam handbook, assembly etc.), 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 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 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 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, 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 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.

Emergency evacuation procedure
Actions to be taken (as detailed in current JCQ Instructions for conducting examinations section 25, Emergencies)
Stop the candidates from writing
Collect the attendance register (in order to ensure all candidates are present)
Evacuate the examination room in line with the instructions given by the appropriate authority
Advise candidates to leave all question papers and scripts in the examination room Candidates must be advised to close their answer booklet
Ensure candidates leave the room in silence
Ensure 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
Make a note of the time of the interruption and how long it lasted
Allow the candidates the remainder of the working time set for the examination once it resumes
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
Make a full report of the incident and of the action taken, and send to the relevant awarding body
Additional centre-specific actions to be taken
In the event of a fire alarm, evacuate the exam room by the nearest fire exit
Escort candidates to the assembly point in the netball court via escape doors in the sports hall for main hall exams or (for AA rooms on corridor B) via athletic performance corridor to the netball courts
SLT members who are not teaching are to make their way to exam rooms during the GCSE season and assist with evacuation. Any other non-teaching staff to assist where possible.
When/if allowed to return to the exam room, allow candidates time to settle down, reminding them they are still under formal exam conditions and that they 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)
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
Where not allowed to return to the exam room, or the decision is made that the exam(s) cannot be resumed, the centre's exam contingency plan will be invoked and you will be briefed accordingly at the time



Signed: _____

Head Teacher

Dated: November 2020



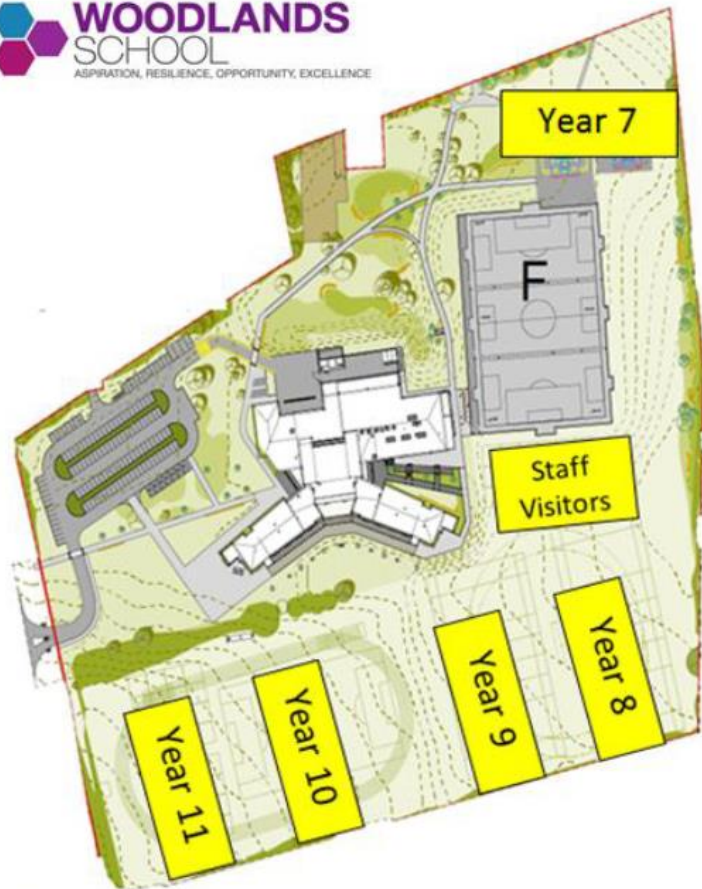
Signed: _____

Chair of Governors

Dated: November 2020

Appendix 2

Fire Assembly Map



**School Evacuation
&
COVID19 Year Group Social Isolation Areas**

Evacuation Procedure

Actions upon discovering a fire:

- Any adult discovering a fire shall activate the nearest fire alarm, pupils should inform the nearest adult. On activation, fire alarms will sound and flash red, ventilation will stop and all fire doors will automatically close.
- The school Receptionist shall be instructed by telephone (number zero) and by runner to call 999 or 911, to inform the Fire Service. At the assembly point, the Receptionist will report to the Head Teacher to confirm that the Fire Service has been contacted.

Actions on hearing a fire alarm:

- Teachers in charge of classes shall instruct pupils to exit the classroom and building by the nearest safe exit and proceed in a quiet and orderly manner to the designated Year group assembly points, closing the classroom door as they leave. **Do not lock classroom doors.**
- Other staff and visitors shall exit staff bases and offices by the nearest safe exit and proceed to the assembly point at the end of the all-weather football pitch. **Do not lock office doors.**
- Fire Marshals shall put on the fire marshal fluorescent vests and coordinate the evacuation of their designated area ensuring everybody has cleared the building, closing doors, seeking assistance for, and aiding persons with mobility difficulties to reach a fire refuge points, and report to the Fire Co-ordinator Head Teacher / Resource Manager.

Jo Williams	Humanities corridor	Dean O'Connor	Maths corridor
Connor Binstead	PE Corridor	Jane Franklin	Food Tech, TE1 to TE5
Liz Purser	Admin, Atrium, Hall	Caroline Seager	Kitchen
Dan Hawkins	Music Wing and LRC	Brigitte Ewen	Languages corridor
Paul Roth	Art, Technology	James Hogger	English corridor
Emma Gowers	Science (C Wing)	Clair Phillips	Science (D Wing)
Kirsty Lambird	BFL / Construction		

- Registers and late/signing out books shall be taken to the assembly point by Pupil Services.
- The visitors' book and staff checklists shall be taken to assembly point by the school Receptionist.
- At the assembly point, each class shall form up separately and a roll call completed. Class Tutors will report the roll call to Heads of Year who will then inform the Head Teacher of the names of any missing persons. The HR Manager will account for all other adults using the visitors' book and staff checklist.
- Skanska Facilities Services confirm excavation of SFS facilities staff to Head Teacher.
- If the alarm sounds during breaks or lunchtime, when it may not be possible to establish that a total evacuation has been achieved, Fire Marshals will complete a physical check of their designated areas ensuring everybody has cleared the building. No one else is to re-enter the building unless authorised by the Head Teacher.
- The Fire Service officer in charge will be met on arrival by the Resource Manager and will be advised if there are any missing persons, their last known location, the nature and the location of the incident or any other relevant information to assist with tackling the situation.

Fire-fighting must always be secondary to personal safety, any attempt to fight a fire should only be undertaken if there is no risk to yourself, you have been trained to use a fire extinguisher and you feel confident to do so. Evacuation should be your first concern.

Last Updated: Thursday, 15 October 2020