



WOODLANDS
SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

Emergency Evacuation Policy (Exams)

Amended: November 2025

Approved by Governors: December 2025

Review date: November 2026

Woodlands School is part of The Compass Education Trust Ltd, a company limited by guarantee, registered in England and Wales Company number 07668213.
Registered Office: The Billericay School, School Road, Billericay, Essex, CM12 9LH

Key Staff Involved in the Policy

Role	Name(s)
Head of Centre	David Wright
Exams Officer	Honor Roth
Senior Leader(s)	Emma Jordan, Nicola White, Dominic Riste, Katie Heseltine, Seddeer Amran, Katie Lee Sang, Dean O'Connor
SENCo (or equivalent role)	Dean O'Connor
Operations Manager	Paul Roth

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. (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.

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** (ICE 25.5).

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.

Special Educational Needs Coordinator (SENCo) (or equivalent role)

- 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, prior to exams taking place, on what will happen in the event of an emergency in the exam room. This is also done through practice evacuation drills that take place each round of PPE's and are repeated until done correctly and safely.
- 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 SENCo (or equivalent role) 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. Invigilators also have the opportunity to practice emergency evacuation drills each round of PPE's before the summer exams start.
- 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 (or equivalent role), 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:

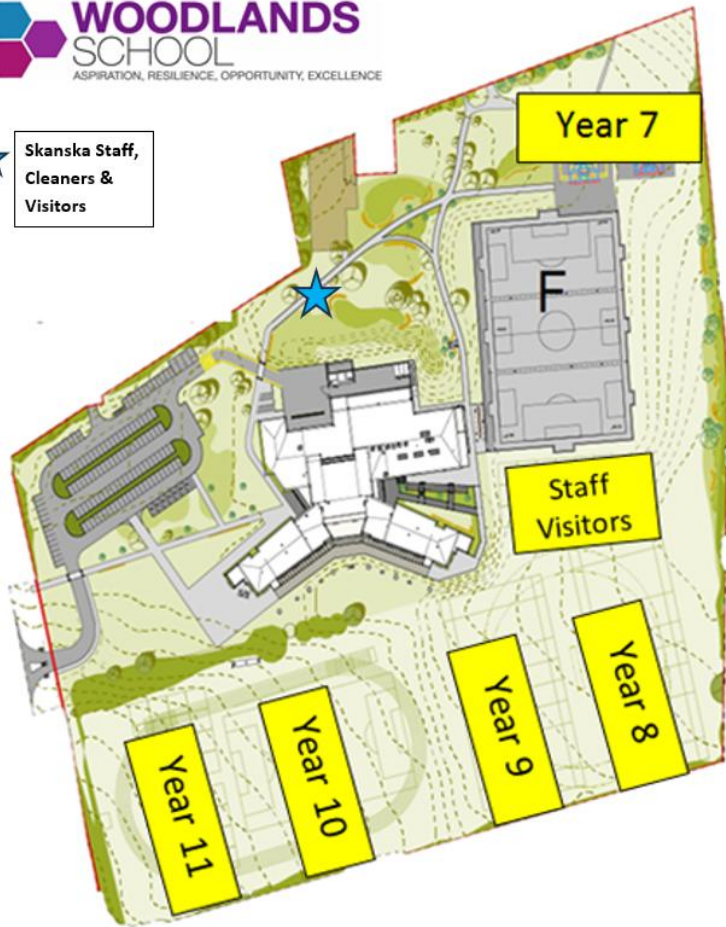
- Report on candidate behaviour throughout the interruption/evacuation.
- A judgement on the impact on candidates after the interruption/evacuation.

Emergency Evacuation Procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or a bomb alert 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 (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 the candidates leave the room in silence.
Ensure candidates are supervised as closely as possible while they are out of the examination room so that 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 (to be retained on file if required by an awarding body).
For on-screen assessments: <ul style="list-style-type: none">• Candidates must be closely supervised if an emergency evacuation of the assessment room occurs• Invigilators should refer to any software specific instructions to safeguard the security of the assessment content and candidates' responses (for example, pausing the assessment for all candidates and locking the evacuated assessment room without closing down the software)• Invigilators should understand the procedures for re-starting an on-screen assessment after an emergency evacuation of the assessment room, controlling the re-starting of the assessment, re-setting the timing and ensuring, where appropriate, candidates can access their previous responses.
Additional centre-specific actions to be taken
Each invigilator will be allocated set rows for attendance registers and will be responsible for these rows during the evacuation.

★ Skanska Staff,
 Cleaners &
 Visitors



School Evacuation

School Evacuation Procedure

Actions upon discovering a fire:

- Any adult discovering a fire shall activate the nearest fire alarm call point, 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.
- When a fire, smoke or heat detector or a fire call point is activated, the school fire protection system will place an automated call to the Fire Service and to Custodian, Skanska 24/7 fire and intruder alarm monitoring service who immediately contact the Site Team or the out of hours duty engineer. There is no requirement to call the Fire Service.

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 point, and report to the Fire Co-ordinator Head Teacher /Operations Manager.
- School Receptionist places Woodlands Fire Register on the reception desk ready for the arrival of the Fire Service.

Jo Williams	Humanities corridor	Andrew Afoakwa	Maths corridor
Dan Olojo	PE corridor	Caroline Seager	Pupil Services, food tech
Liz Purser	Admin Office, Atrium, Hall	Brigitte Ewen	Languages corridor
Ray Palseer	Opportunities Hub / Music	James Hogger	English corridor
Dan Hawkins	Art/Technology corridor	Clair Phillips	Science (D Wing)
James Leach	Science (C Wing)	Shree Rai	Pupil services, Food Tech, TE1 to TE5
Ugar Omer	Kitchen		
Sarah Dennis	Resilience building		

- Tutor group registers and late/signing out books shall be taken to the assembly point by Pupil Services.
- At the assembly point, Tutor groups shall line 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 the names of any missing pupils.
- The staff responsible for monitoring the evacuation process will confirm all other adults have evacuated the building using the InVentry App. In the event the InVentry App fails, paper lists will be used.
- Skanska Facilities Services (SFS) confirm evacuation of SFS facilities staff and all cleaning staff to Head Teacher/Operations Manager.
- If the alarm sounds during break 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 Skanska Premises Manager and Operations 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 considered 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.



Signed: _____

Head Teacher

Dated: 8th December 2025



Signed: _____

Vice Chair of Governors

Dated: 8th December 2025

