

Emergency Evacuation Policy (Exams)

Amended: October 2023

Approved by Governors: December 2023

Review date: October 2024

Key staff involved in the policy

Role	Name(s)
Head of centre	David Wright
Exams officer	Honor Dignan-Roth
Senior leader(s)	Emma Jordan, Ethan Roberts, Nicola White, Dominic Riste, Katie Heseltine, Seddeer Amran
ALS lead/SENCo	Dean O'Connor

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 25.6)

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** (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.

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, 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.
- 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 actions taken.
- The actual time the exam(s) resumed.
- The actual finishing time(s) of the resumed exam(s).

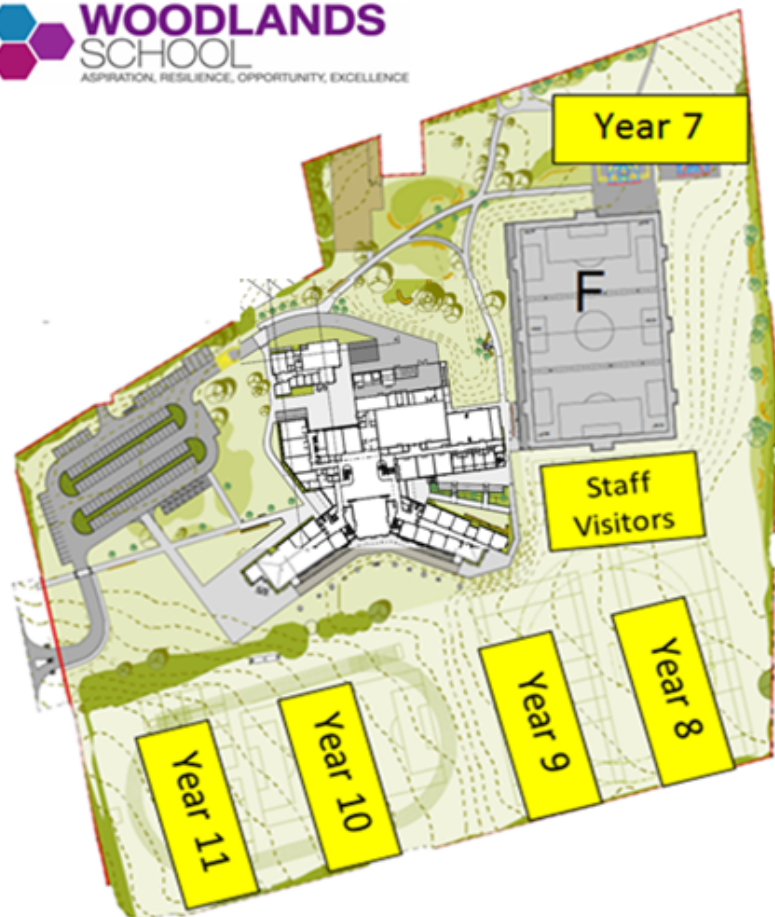
Further details could include:

- 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 section 25.3, 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 and send to the relevant awarding body.
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.



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

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

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

- Tutor group 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, Tutor groups 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 the names of any missing pupils. The HR Manager will account for all other adults using the visitors' book and staff checklist.
- Skanska Facilities Services (SFS) confirm evacuation 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 Skanska Premises Manager and 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 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.

Last Updated: Monday, 27 September 2021



Signed: _____

Head Teacher

Dated: 4TH December 2023



Signed: _____

Chair of Governors

Dated: 4th December 2023

