



**THE HART
SCHOOL**
*Creative
Education
Trust*

Emergency Evacuation Policy (Exams)

2016/17

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
David Thompson Assistant Principal	
Date of next review	September 2017

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 (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 (*via The Hart School 'My Exams' booklet*) 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 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
- Liaises with the 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

Invisilators

- 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, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

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.

Designated Evacuation Area - Bottom (Caged) Tennis Court opposite the rear entrance to the Gym

1. On the ringing of the Fire Alarm, a member of Senior Management will immediately contact each Examination Lead Invigilator. The Lead Invigilator will be responsible for supervising the candidates.
2. The Lead Invigilator will ask students to stop writing and turn exam papers over, taking note of the time and how long the examination has been going on, remind students that they are still under exam conditions.
3. All examination question and answer papers and materials should be left on the candidate's examination desk and NOT taken out with them. No bags or personal belongings should be taken out of the examination room with the candidates.
4. **GIVE THE FOLLOWING INSTRUCTIONS TO CANDIDATES:**
 - ***Instruct the students to remain calm and silent, and ask them to leave their belongings and papers on their desks.***
 - ***Remind students that they are still under examination board conditions and under NO CIRCUMSTANCES should talk to one another or use a mobile phone, smart watch or any other electronic device. Remind them that this is a breach of regulations and could mean disqualification from their examination.***
 - ***Under NO circumstances are students to take their mobile phones, smart watches or any other electronic devices outside with them. Reiterate that this is a breach of regulations and could mean disqualification from their exam.***
5. Evacuate candidates in an orderly fashion to designated area, preferably in row order. The Invigilation team should closely supervise and monitor candidates as they travel from exam room to the evacuation point to maintain the integrity of the exam.
6. The registers should be taken out with the Lead Invigilator, together with pens. The Lead Invigilator should take a roll-call once all assembled, to ensure that all students are present and accounted for.
7. Make sure that candidates are closely supervised at all times to eliminate discussion about the examination. Be clear to the candidates that they should not be talking to each other at all.
8. Once all clear is received, candidates are to be supervised back into the exam room remaining under exam conditions at all times.
9. Restart the exam making sure that candidates are given the full exam time and changing exam finish time accordingly on the exam board.
10. Fill out incident form in exam pack
11. Make a full report of the incident and of the action taken, and send to the relevant awarding body.