



# ALSOP HIGH SCHOOL

## Exams

# Emergency Evacuation Procedures

## 2022-2023

Document control table			
Author (name & job title):		James Thompson Senior Leader Examinations Kerry Farnell Exams & Data Officer	
Version number:		1	
Date approved:		September 2022	
Approved by:			
Date of review:		July 2023	
Links to		Exams – Contingency Procedures	
Document History			
Version	Date	Author	Note of revisions
V1			

## **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 regulations
- Ensures any instructions from relevant local or national agencies are referenced and followed where possible
- Where Safe to do so, ensures candidates are given the opportunity to sit exams for their published duration

#### **Senior Leader for Exams & Data**

- Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed Fire Marshalls are aware of the policy and procedures to be followed when an emergency evacuation of an exam venue is required.

#### **SENCo**

- Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from the exam venue 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 incident and actions are to be recorded
- Ensures candidates are informed through the Candidates handbook prior to exams taking place, on what will happen in the event of an emergency in the exam venue.
- Provides invigilators with a copy of the emergency evacuation procedures for every venue in the invigilation pack
- Provides an invigilator announcement for each exam venue which includes instructions for candidates about what will happen if the fire alarm sounds.
- Provides an incident log in each invigilation pack
- Liaises with the SENCo and other relevant staff prior where different procedures or assistance may be needed to be provided for a disabled candidate and briefs invigilators
- Reports incident to the awarding body where an emergency evacuation has been undertaken and follows the special consideration process where appropriate.

#### **Invigilators**

- Understand what to do in the event of an emergency evacuation by attending the Invigilator training sessions
- Follow the actions required in the emergency evacuation procedure issued to them in the invigilation pack
- Confirm with Exams Officer, where different procedures may need to be provided for a disabled candidate they are invigilating.
- Record details of the incident on the exam room incident log.

#### **Other relevant Centre staff**

- Support the Senior Leader, Exams Officer and Invigilators in ensuring the safe emergency evacuation of exam venues.

#### **Recording Details**

As soon as safe to do so details should be recorded including:

- 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 exams
- Candidates behaviour
- A judgement on the impact on candidates after the interruption/evacuation

## **EMERGENCY PROCEDURES**

In the event of an emergency, please ring the Exams Office on 0151 235 1241. The Exams Officer and a senior member of staff will return to the exam room as soon as possible, but until then, take the following action:

It is School policy not to evacuate the Exam Room immediately unless a fire or smoke is actually visible.

In this case, take the following action:

- Stop the candidates from writing and record the time.
- Collect the attendance register (in order to ensure all candidates are present)
- If possible over the sound of the fire alarm, instruct the candidates to remain in their seats and to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklets.
- Tell the candidates that they **MUST NOT** talk to anyone outside the exam room and that on leaving; they should push their chairs under their desk.
- Evacuate from the examination venue in line with the instructions given by the appropriate authority
- Evacuate the room in an orderly fashion, one row at a time, (if possible) through the emergency exit doors.
- Lead the candidates to the Fire Assembly Point marked on the yard. Please note that candidates should be kept separate from the rest of the school.
- Invigilators should circulate frequently among the candidates and be alert for chatting or other signs of misconduct
- Make a note of how long the interruption lasted
- Allow the candidates the remainder of the working time set for the examination once it resumes
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.