

EMERGENCY EVACUATION PROCEDURE

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"EVERYONE EXCELS EVERYDAY"

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PURPOSE OF THE POLICY

This policy details how Hollingworth Academy 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 Leadership Team (GB)

- 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.
- Will move **immediately** to the exam venue and give instructions to candidates.
- Ensures candidates are evacuated from the exam room to the fire assembly point for exams (tennis courts), in an orderly manner, according to the seating plan and under constant supervision from the exam invigilators.
- Ensures candidates stand apart from each other in rows according to the seating plan and do not talk or communicate with any other candidate or pupil.
- Ensures candidates return to the exam room under exam conditions.

Special Educational Needs Coordinator (SENDCO)

- 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 candidate handbook, 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 SENDCO (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.
- 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 (Members of SLT)

- Support the Deputy Headteachers, SENDCO, 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

ACTIONS TO BE TAKEN

In the case of a continuous fire alarm, stop the candidates from writing and make a note of the time.

Ask candidates to close their answer booklets and leave them face up on their desks.

Following the undertaking of a risk assessment, await confirmation from a member of SLT that the room should be evacuated.

If it is deemed to be a false alarm, candidates will remain in the exam room and continue with their exam, after the alarm has been reset.

- Restart the exam and allow candidates the remaining time set for the exam.
- Make relevant changes to the displayed finish time.

However, if an emergency evacuation is deemed necessary, then evacuate the exam room in line with the instructions given by the appropriate authority.

Advise candidates to close their answer booklet and leave all question papers and scripts in the examination room.

Collect the attendance register (in order to ensure all candidates are present) and evacuate the exam room, reminding candidates that they remain silent under exam conditions and must not communicate with anybody.

Escort candidates to the assembly point. **(NEW TENNIS COURTS)**

Make sure that the candidates are supervised as closely as possible while they are out of the exam room to make sure there is no discussion about the examination.

When/if allowed to return to the exam room, allow candidates time to settle down, reminding them they are still under exam conditions.

Restart the exam and allow the candidates the remainder of the working time set for the examination once it resumes.

Make relevant changes to the displayed finish time.

Record as much detail as you can on the exam room incident log and ensure the Exams Officer is fully briefed at the end of the exam to enable a full report to be sent to the awarding body.

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 exam.

Where not allowed to return to the exam room, or the decision is made that the exam must be abandoned – the centre's exam contingency plan will be invoked, and you will be briefed accordingly at the time.