



Emergency Evacuation Policy

Review Period Annually **Last Review Date** September 2025 **Next Review Date** September 2026

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1. Policy Information

Centre name	Sutton House Academy
Centre number	16611
Date policy first created	05/01/2024
Current policy approved by	SLT
Current policy reviewed by	Jonathan Lee
Date of review	September 2025
Date of next review	September 2026

2. Key Staff involved

Role	Staff Name
Head of centre	Eglantin Muca (Landi)
Senior Leader(s)	Rachael Wyatt (Teaching & Learning Lead)
Exams Officer	Jonathan Lee
SENCo	Lauren Stephens

This policy is reviewed and updated annually to ensure that emergency evacuation from examination rooms at Sutton House Academy is managed in accordance with current requirements and regulations.

References in this policy to ICE relate to the JCQ document Instructions for Conducting Examinations.

3. Introduction

An emergency evacuation is required where it is unsafe for candidates to remain in the examination room. This may include fire, the fire alarm sounding, a bomb alert or another serious threat. In exceptional circumstances, severe disruption or medical emergencies may also require evacuation.

Where appropriate, advice will be sought from the relevant awarding body as soon as it is safe to do so. If candidates are unable to return to the examination room, the awarding body will be contacted immediately.

4. Purpose of the Policy

The purpose of this policy is to confirm the arrangements at Sutton House Academy for dealing with an emergency evacuation of an examination room and to define staff roles and responsibilities in compliance with JCQ regulations (ICE 25).

5. Emergency Evacuation Procedure

If an examination room must be evacuated:

- candidates are instructed to stop writing
- attendance registers are collected
- candidates leave all question papers and scripts in the room
- candidates are evacuated in silence and supervised at all times
- the duration of the interruption is recorded
- candidates are allowed the remaining working time when the examination resumes

6. Fire Alarm Procedure

Invigilators escort candidates to the designated assembly point following school fire evacuation routes. When permitted to return, candidates are reminded of examination conditions and informed of remaining time.

Where examinations cannot resume, the centre's examination contingency plan will be followed.

7. Roles and Responsibilities

7.1 Head of Centre

- ensures compliance with health and safety and JCQ regulations
- ensures awarding bodies are notified immediately of any breach of security

7.2 Senior Leaders

- ensure staff are aware of evacuation procedures

7.3 Exam Officer

- ensures invigilator training and candidate briefings
- reports incidents to awarding bodies and submits special consideration where necessary

7.4 Invigilators

- follow evacuation instructions and supervise candidates at all times
- record incidents fully

8. Recording Details

Details recorded include start and end times of the interruption, actions taken, and the impact on candidates.

9. Changes for 2025/2026

No changes applicable.