

# JOHN TAYLOR HIGH SCHOOL



## EMERGENCY EVACUATION POLICY (Exams)

2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Jon Blanchenot / Min Bousfield	
Date of next review	November 2025

## Key staff involved in the policy

Role	Name(s)
Head of centre	Mr Jon Blanchenet
Exams Manager	Miss Emma Healy
Senior leader(s)	Mrs Min Bousfield Mr Adam Reynolds Mrs Alison Spencer Ms Nicola Dean Ms Charlotte Crutchley Mrs Debbie Tremble Mr Will Legood Mrs Rachel McConnell
ALS lead/SENCo	Mr Arron Smith

## Purpose of the policy

This policy details how John Taylor High 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 (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 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 through Candidate Exam 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 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, 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

### **FIRE ALARM IN EXAMS**

If the fire alarm activates during an exam, the Senior Invigilator must stop the exam immediately, tell the students to stop writing and that they must remain silent.

1. Stop the exam and take note of the time.
2. Advise the students to close their question papers and/or answer booklets and let them know that you are awaiting instructions
3. Switch on the Walkie Talkie to Channel 9 and await instructions from the Exam Manager.
4. Ensure that exam conditions are adhered to at all times.
5. Site staff or SLT to advise Exam Manager whether the alarm is real or a false.
6. The Exam Manager will advise the Senior Invigilator via Walkie Talkie that it is a false alarm.
7. EM will visit the exam room(s).

### **FALSE ALARM**

- Wait until the fire alarm has stopped ringing.
- Advise students that the Awarding Body will be informed.
- Recommence the exam, adding time lost to the end the end of the exam.

### **FIRE**

If it is necessary to evacuate the room please follow these further instructions:

Small rooms (10 students or less):

- Collect the attendance register (to check all candidates are present after evacuation)
- Collect question papers and/or answer booklets and seal them in a spare exam envelope.
- Advise the students that exam rules still apply and that there should be no talking or communicating in any way – Awarding Bodies WILL be informed of students fail to comply.
- Escort the Students onto either the Tennis Courts OR the Car Park at the front of school (you will be advised depending on where the fire is situated)
- Keep the group together but DO NOT allow them to communicate in any way.

Larger rooms:

- Collect the attendance register (to check all candidates are present after evacuation)
- Remain with students until further staff arrive from the Front Admin Office, Data Hub & Staff Office
- Advise the students that Exam rules still apply and that there should be no talking or communicating in any way – Awarding Bodies WILL be informed of students fail to comply.
- Advise candidates to leave all question papers and scripts in the examination room
- Allocate a row of students per Invigilator or member of extra staff & escort the Students onto either the Tennis Courts OR the Car Park at the front of school (you will be advised depending on where the fire is situated)
- Keep the group together but DO NOT allow them to communicate in any way

If possible and students can return to room, ensure the students get the full remaining time of the exam.

The Exams Manager will make a full report of the incident and the action taken and send to the relevant awarding body. If the security of the exam papers is under question the awarding body will be contacted immediately. Special consideration applications will be submitted where necessary.

## **Lockdown procedure**

### **LOCKDOWN ALARM IN EXAMS**

#### **During an Exam**

If the lockdown alarm sounds during an exam, the Senior Invigilator must stop the exam immediately, tell the students to stop writing and that they must remain silent.

1. Stop the exam and take note of the time.
2. Allocate invigilators to close all windows and doors, lock if possible, or barricade with furniture. Close curtains/blinds.
3. Advise the students to close their question papers and/or answer booklets and ask them to remain silent.
4. Switch on the Walkie Talkie to Channel 9, keep volume as low as possible and await instructions from the Exam Manager.
5. Wait silent and hidden until the alarm stops sounding. Exam Manager will visit the exam room(s) once alarm has stopped.
6. Advise students that the Awarding Body will be informed.
7. Recommence the exam, adding time lost to the end the end of the exam.

The Exams Manager will make a full report of the incident and the action taken and send to the relevant awarding body. If the security of the exam papers is under question the awarding body will be contacted immediately. Special consideration applications will be submitted where necessary.

#### **Before an Exam**

If the lockdown alarm sounds before the start of an exam, students will need to enter the nearest safe space as quickly as possible.

1. Allow them into the exam room, with their belongings if necessary.
2. If possible, collect any exam papers that have already been distributed.
3. Direct students to sit down at a desk and tell them they must remain silent.
4. Allocate invigilators to close all windows and doors, lock if possible, or barricade with furniture. Close curtains/blinds.
5. Switch on the Walkie Talkie to Channel 9, keep volume as low as possible and await instructions from the Exam Manager.
6. Wait silent and hidden until the alarm stops sounding. Exam Manager will visit the exam room(s) once alarm has stopped.
7. Exam Manager will direct on next actions to take.

