



**DISCOVERY**  
EDUCATIONAL TRUST

## **Emergency Evacuation Policy (Examinations) 2023/24**

Title	Emergency Evacuation Policy (Examinations) 2023/24
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## 1. Purpose

This Policy details how Chase High School (CHS) and St. Martin's School (SMS) deal with an emergency evacuation of the examination room(s) by defining staff roles and responsibilities, and by confirming the emergency evacuation procedure to be followed.

## 2. When is an Emergency Evacuation Required?

An emergency evacuation is required where it is unsafe for candidates to remain in the examination room. This might include a fire in the examination 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 examination room, the Emergency Evacuation Policy may also need to be followed. This might include situations where there is severe disruption in the examination room, serious illness of a candidate or invigilator, or similarly serious incidents.

As each incident may be different, advice is sought from the relevant Awarding Body as soon as it is safe to do so, particularly where the Centre is concerned about the security of the examination(s) (Joint Council for Qualifications (JCQ) Instructions for Conducting Examinations (ICE) guidance, Section 25.6).

Where candidates are unable to return to the building to complete the examination, the relevant Awarding Body is contacted immediately for advice. (ICE, Section 25.6).

## 3. Emergency Evacuation of an Examination Room

### Roles and Responsibilities

#### Head of Centre

- Ensures that the Emergency Evacuation Policy (Examinations) is fit for purpose and complies with relevant health and safety regulations;
- Ensures that any instructions from relevant local or national agencies are referenced and followed, where applicable;
- Ensures that any breach of question paper security or malpractice is **immediately** reported to the Awarding Body (ICE 25.5).

#### Senior Leader

- Where responsible for the Centre-wide Emergency Evacuation Procedure, ensures that all staff and appointed fire marshals are aware of the procedures to be followed when an emergency evacuation of an examination room is required.

#### Special Educational Needs and Disabilities Coordinator (SENDCo)

- Ensures that appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an examination room where different procedures or assistance may need to be provided for the candidate;

- Ensures that the candidate is informed, prior to taking their examinations, of what happens in the event of an emergency evacuation.

### **Examinations Officer**

- Ensures that invigilators are trained in emergency evacuation procedures, and how an incident and actions taken must be recorded;
- Ensures that candidates are briefed (candidate examination handbook, assembly, recorded messages before each examination and posters inside and outside of examination rooms), prior to examinations taking place, on what happens in the event of an emergency in the examination room;
- Provides invigilators with a copy of the Emergency Evacuation Policy for every examination room;
- Provides a standard invigilator announcement for each examination room, which includes appropriate instructions for candidates about emergency procedures and what happens if the fire alarm sounds;
- Provides an examination room incident log in each examination room;
- Liaises with the SENDCo and other relevant staff, prior to each examination, where different procedures or assistance may need to be provided for a disabled candidate;
- Briefs invigilators, prior to each examination, where different procedures or assistance may need to be provided for a disabled candidate;
- Ensures that appropriate follow-up is undertaken after an emergency evacuation, reporting the incident to the Awarding Body, and the actions taken;
- Ensures that a full report of the incident is produced and retained on file if required by an Awarding Body (ICE 25.4)
- Ensures that 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 that they understand what to do in the event of an emergency in the examination room;
- Follow the actions required in the Emergency Evacuation Policy issued to them for every examination room;
- Confirm with the Examinations Officer, where different procedures or assistance may need to be provided for a disabled candidate, who they are invigilating;
- Record details on the examination room incident log to support follow-up reporting to the Awarding Body by the Examinations Officer (refer Recording Details section below).

### **Other Relevant Centre Staff**

- Support the Senior Leader, SENDCo, Examinations Officer and invigilators in ensuring the safe emergency evacuation of examination rooms.

## **4. 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 that the examination(s) resumed;
- the actual finishing time(s) of the resumed examination(s).

Further details could include:

- report on candidate behaviour throughout the interruption/evacuation;
- a judgement on the impact on candidates after the interruption/evacuation.