



St Laurence School Academy Trust

Emergency Evacuation Policy

(Exams)

2022/23

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Standards, March 2023	
Date of next review	March 2024

Key staff involved in the policy

Role	Name(s)
Head of centre	Tim Farrer
Exams officer	Carole Jones
Senior leader(s)	Laura Barber, Aidan Blower, Chris Dutton, Tom Hainsworth, Lorna Lumb, Rebecca Overfield
SENCo	Sophie Watts

Purpose of the policy

This policy details how St Laurence 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, particularly where the centre is concerned about the security of the examination(s). (ICE 25.4)

Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control. (ICE 24.5)

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, including information from the National Counter Terrorism Security Office on the Procedures for handling bomb threats <https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>
- Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration

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 (insert how, as example through Candidate exam handbook, assembly etc.), 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 through the *special consideration* process where applicable (in cases where a group of candidates have been disadvantaged by a particular event)

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

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room.

Exam Day Emergency Evacuation Procedure

This document is included in the whole School Fire Procedures

- **During timetabled exams a copy will also be available in the Sports Hall and all other exam rooms**
- **Invigilators have received an e-mail copy and is part of current training programme**

Evacuation Procedure During the Exam Season

- If the alarm sounds all students **in lessons** proceed to the Wiltshire Music Centre Car Park as usual

Students in Access Arrangement Rooms/ Practical Exams

- If the alarm sounds the invigilator should collect the room register, ask students to close their exam papers, leave all belongings in the exam room and to leave under their instruction. They should be escorted in SILENCE to the exam muster point in the lower carpark by the science block where invigilators will check all students are present against the exam attendance register. Students will be reminded that it is vital they do not talk and compromise the integrity of their exam papers
- Invigilators should supervise students and remain at the location until they have received further instructions from the senior member of staff with responsibility for exams

Students in the Sports Hall

- When the fire alarm sounds Invigilators should ask students to stop writing, close their exam paper and remain seated until instructed otherwise. They should also make a note of the time the fire alarm started. Once the all clear has been given the exam will resume and the time lost will be added to the finish time of the exam
- If there is a need to evacuate the sports hall, the exams officer (or senior invigilator) will ask students to leave the hall by the two fire doors nearest Home Field. Rows will leave one at a time and will assemble in seating rows facing the sports hall on the field unless there is a need to evacuate the space more quickly. It is vital students remain in SILENCE so that the security of their exam is not compromised. The exams officer or senior invigilator will check that the same number of students are mustered as were identified on the seating plan. This will enable students to return to the exam quickly by both doors if given the instruction to do so
- If it is not possible for students to return to the exam rooms to complete their exam, then the school will contact the exam boards and apply for special consideration
- If either of these muster points is considered to be unsafe students will be escorted to a muster point off site on Ashley Road recreation ground