



Summer 2024

Emergency Evacuation Policy (Exams)

Responsible Board	King Edward VI Camp Hill School for Girls LGB
Policy Type	School
Policy Officer/Owner	Janet Rose
Statutory	No
Publish Online	Yes
Last Review Date	Feb 2024
Review Cycle	Annual
Next Review Date	Feb 2025
Expiry Date	Feb 2025
Version	1
School	King Edward VI Camp Hill School for Girls
LGB Adoption Date	March 2024

Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of Centre	Ms K Stevens
Exams officer	Ms R Cloves
Senior Leader	Dr J Rose
SENCo (Senior Leader)	Ms L Orr

Purpose of the policy

This policy details how King Edward VI Camp Hill School for Girls 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). (Instructions for Conducting Examinations booklet - 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. (ICE 25.6)

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 regulations
- 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

- 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 (via *candidate exam handbook*), prior to exams taking place, on what will happen in the event of an emergency in the 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 invigilators with a copy of the emergency evacuation procedure for every exam room

- 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

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.

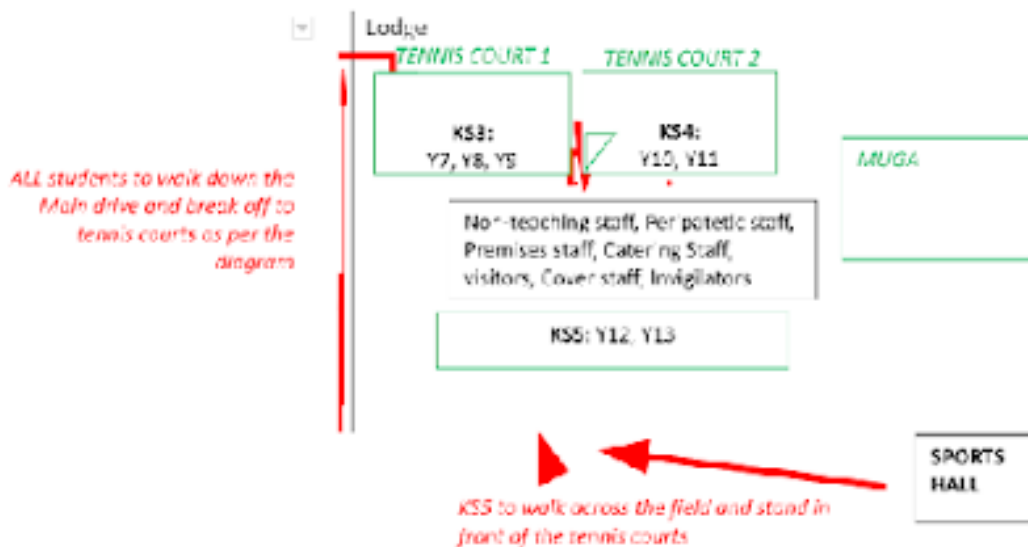
FIRE DRILL / EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

Candidates

In case of any emergency, if the fire alarm sounds

You should:

- Be silent, stop working, close your scripts and leave all question papers and scripts on the desk
- Listen carefully to instructions from invigilators. You will be asked to leave the examination room in silence and in the order you are sitting
- You will be escorted by invigilators to the designated assembly point, shown below
- All candidates are to line up in candidate order behind all other students in the same year group, remain in silence and follow the instructions of the invigilators
- Key Stage 4 students to meet on tennis court 2.
- Key Stage 5 students to meet on field



- All candidates must remain separate from other pupils and make no attempt to rejoin their tutor group
- Candidates must
 - Wait in silence and not make any attempt to communicate with others
 - Walk safely to your assembly points
 - Push internal fire doors to exit
 - Register promptly with the invigilator on arrival at assembly point
 - Remain in silence and wait until invigilators give the all clear signal to return to the building
 - Return to examination room in silence and go straight to the allocated seat
 - Not start writing until the invigilators are ready and inform you that you may start. Candidates will be allowed the full working time for the examination
 - A report will be sent to the examining body detailing the incident

You should not:

- Stop to collect belongings**
- Run**
- Line up with your tutor group**
- Communicate with other candidates**
- Use the lift**

Invigilators

The invigilator must take the following action in an emergency such as a fire or a bomb alert

- Stop the candidates from writing and ask them to close their answer booklet
- Collect the attendance register, log the time of the incident and evacuate the examination room in line with the instructions given by the appropriate authority
- Instruct candidates to leave all question papers and scripts in the examination room. Ensure candidates leave the room in silence (explain to candidates that if they communicate with others they will not be allowed to continue the examination if candidates are allowed to return to the examination room after the emergency)
- Ensure that the candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination. Make a note of the time of the interruption and how long it lasted
- Candidates are to remain separate from other students and should not communicate with anyone as they are still under examination conditions
- The designated assembly area for examination candidates is on the tennis courts (see diagram on previous page) at the front of the school. Examination candidates should assemble behind tutor groups (with a suitable distance to prevent communication), candidates should not line up with their tutor group
- Allow the candidates the remainder of the working time set for the examination once it resumes. Make a full record of stop and start times on the incident sheet
- Make a full report of the incident and of the action taken for the examination officer to send to the relevant awarding body