



ANSFORD ACADEMY

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Emergency Evacuation Policy

Status:	Required
Adopted:	January 2025
Renewal period:	Annually (to ensure compliance with current regulations)
Review Date:	January 2026

This policy should be read in conjunction with the following policies:

- Exams Policy
- Contingency Plan
- Lockdown Policy
- Special Consideration Policy
- Equality Act 2010 – Ansford Statement

Key staff involved in the policy and procedure

Role	Name(s)
Head of centre	Karl Musson
Exams officer	Jo Dyal
SLT member(s)	*Karl Musson*, Duncan Powell, Rebecca Comyns, Rob Mitchell, Frances Hirst, Thomas Cue, Rebecca Wood
SENCo	Rebecca Wood

Purpose of the policy

This policy details how Ansford Academy Trust 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 similar 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.

Reference should also be made to the Lockdown Policy (Exams).

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

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 any breach of question paper security or malpractice is reported to the awarding body immediately (ICE 25.5)
- ▶ Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- ▶ Ensures candidates are briefed (via the Ansford Academy Student Guide to Examinations), 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 procedures 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

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

Emergency evacuation procedure
Actions to be taken (as detailed in the current JCQ Instructions for conducting examinations section 25, Emergencies)
Stop the candidates from writing
Collect the attendance register (in order to ensure all candidates are present)
Evacuate the examination room in line with the instructions given by the appropriate authority
Advise candidates to leave all question papers and scripts in the examination room Candidates must be advised to close their exam scripts
Ensure candidates leave the room in silence
Ensure 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
Allow the candidates the remainder of the working time set for the examination once it resumes
If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
Make a full report of the incident and of the action taken (to be retained on file if required by an and send to the relevant awarding body)
Additional centre-specific actions to be taken
Candidates should be held momentarily in the allocated 'holding area' (if applicable) before proceeding to the evacuation point (refer to the evacuation procedures below).

EMERGENCY PROCEDURES IN THE EXAMINATION ROOM

The invigilator **must** take the following action in an emergency such as a fire alarm

REMEMBER – HEALTH AND SAFETY IS PARAMOUNT

1. Remain calm.
2. Ask all the candidates to stop writing, place their pens on their desk and close their exam script.
3. Gather attendance register, seating plan, and make a note of the exact time.
4. Advise candidates that they must not discuss the exam paper with each other and they are to leave all their question papers and exam scripts in the examination room. Make sure all the questions papers and scripts are left in the examination room.
5. Ask the candidates to leave the examination room in silence, line by line in an orderly fashion. In the Sports Hall, leave the hall via the near (left-hand) fire exit. In PA2/GEN1/GEN2/Music area follow the fire procedure route as defined in the room (blue sign on a wall by a door) and assemble in the 'exam holding area' (staff car park for PA2/HUB/Music area, grass area outside of GEN1/GEN2 and grass area next to visitor parking for Dining Hall) until all other students have exited the building, then proceed to the assembly point.
6. The evacuation point for all exam candidates is at the far end of the tennis courts, next to staff, away from other student lines. Candidates must line up in tutor lines.
7. Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
8. Upon dismissal from the evacuation point, candidates must leave the evacuation point AFTER all other students, and be sufficiently supervised. Candidates should line up outside and re-enter the examination room line by line in an orderly fashion.
9. When the candidates are allowed to return to the examination room, make a note of the time. Restart the examination allowing the full working time for the examination.
10. After the examination is concluded, make a full report of the incident and of the action taken for the Exams Officer, in order for a report to be sent to the appropriate awarding body.

EMERGENCY PROCEDURES IN THE EXAMINATION ROOM

Action for candidates in an emergency such as a fire alarm

REMEMBER – HEALTH AND SAFETY IS PARAMOUNT

1. Remain calm and follow the instructions of the Exams Officer/Invigilator.
2. You will be asked to stop writing, place your pens on the desk and close your exam script.
3. You must not discuss the exam paper with any other candidates and you must leave all your question papers and exam scripts in the examination room.
4. You must leave the examination room in silence, line by line in an orderly fashion. In the Sports Hall, leave the hall via the near (left-hand) fire exit. In PA2/GEN1/GEN2/Music area follow the fire procedure route as defined in the room (blue sign on a wall by a door) and assemble in the 'exam holding area' (staff car park for PA2/HUB/Music area, grass area outside of GEN1/GEN2 and grass area next to visitor parking for Dining Hall) until all other students have exited the building, then proceed to the assembly point.
5. The evacuation point for all exam candidates is at the far end of the tennis courts, next to staff, away from other student lines. Candidates must line up in tutor lines.
6. Upon dismissal from the evacuation point, you will be allowed to leave the evacuation point BEFORE all other students, supervised by invigilators, and will be asked to line up outside, to re-enter the examination room line by line in an orderly fashion.
7. You will restart the examination and be allowed the full working time for the examination.
8. After the examination is concluded, a full report of the incident and of the action taken will be sent to the appropriate awarding body.