



# Lancing College

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## Senior School & Sixth Form

## Emergency Evacuation Policy (Exams)

### 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.

### 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

#### Assistant Head (Academic)

- 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

#### Learning Support

- 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, 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 which includes appropriate information for candidates regarding what will happen if the fire alarm sounds.
- Provides an exam room incident log in each exam room.
- Liaises with the Learning Support 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

### Invigilators

- By attending training, 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.

### Other relevant centre staff

- Support the senior leader, Learning Support, Exams Officer and invigilators in ensuring the safe emergency evacuation of exam rooms.

This plan is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
JRJH	
<b>Date of next review</b>	March 2018

# Emergency Evacuation Procedure

## On Hearing the Fire Alarm

The invigilator must take the following action in an emergency e.g. a fire alarm:

- Tell the candidates to stop writing and leave the question papers and scripts on their desks. Note the time.
- The invigilator should collect the exam register and evacuate the candidates by following the emergency exit signs.
- Evacuate the room in an orderly fashion without talking. The candidates must not attempt to collect belongings.
- Assemble the candidates as per the map attached.
- When assembled check the candidates against the exams register.
- The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room.
- Make sure there is no discussion about the examination. Inform the candidates that they are still under examination regulations.
- Make a note of the time of the interruption and how long it lasted.
- At the end of the emergency the Examinations Officer or a senior member of staff will inform you when to return to the examination room.
- On return to the examination room allow the candidates the full working time set for the examination.
- Make a full written report of the incident to the EXAMINATIONS OFFICER who will inform the relevant Awarding Bodies.

