

# CARDINAL ALLEN CATHOLIC HIGH SCHOOL

## EMERGENCY EVACUATION POLICY FOR EXAMINATIONS 2018-19

This policy details how the centre 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, a fire alarm, bomb alert or other serious threat. In exceptional situations, where candidates might be seriously 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.

### *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 & safety legislation

##### **Business Manager**

- 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.

##### **SENCO**

- Ensures appropriate arrangements are in place for the evacuation of any candidate with physical disabilities, where assistance may be required.
- Ensures any candidates with additional needs are briefed on evacuation procedures prior to the start of the exam season.
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##### **Exams Officer**

- Ensures invigilators are trained in emergency evacuation procedures and how incidents and actions taken should be recorded.
- Ensures candidates are briefed on evacuation procedures prior to the start of the examination season.
- Provides invigilators with a copy of the emergency evacuation procedure for every exam room.
- Provides a standard invigilator announcement for every exam room which tells candidates what to do in the event of the fire alarm sounding.
- Provides an exam room incident log for each exam room.
- Liaises with SENCO with regards procedures for candidates with additional needs.

- Briefs invigilators prior to exams where different procedures may need to be in place for candidates with additional needs.
- Ensures appropriate follow-up is undertaken after an emergency evacuation procedure, reporting the incident to the awarding body and actions taken through the special consideration process.

### **Invigilators**

- Attend training regularly and ensure they understand what to do in the event of an emergency evacuation.
- Follow the actions required in the emergency evacuation procedure issued for every exam room.
- Be aware of any candidates with additional needs who may need alternative arrangements in the event of an evacuation.

### *In the event of an evacuation*

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.

**In ALL circumstances where the fire alarm sounds during the course of an exam, the candidates must be advised to stop writing and close their papers immediately. Make a note of the time.**

### **Provided there is no immediate threat:**

**The candidates must remain seated until the Exams Officer is able to contact the invigilator in each exam room to confirm whether it is a false alarm or a genuine emergency.**

**If the invigilator is unable to make contact with the Exams Officer or any other member of Senior Centre Staff, the evacuation must go ahead without hesitation.**

- Collect the attendance lists and evacuate the exam room in line with the appropriate procedure as detailed below. LEAVE ALL EXAM PAPERS IN SITU ON THE CANDIDATE DESKS.
- Inform candidates they must leave the room in silence and not communicate with one another.
- Ensure candidates are supervised closely to ensure there is no communication between them during the evacuation.
- If and when instructed, supervise the return of the candidates to the exam room.
- Make a note of the interruption, the time it began and any specific concerns.
- Allow the candidates the full remaining time for the exam.
- Make a detailed report of the incident and send to the relevant awarding body.

### *School Specific Actions to be taken:*

**Sports Hall:** Leave via the Fire Exit doors to the front of the Hall – where there is a full hall of candidates, an invigilator should take responsibility for one “column” of candidates (front to back of hall) and should lead them out to the far Tennis Courts in groups of 20 maximum. Leave all belongings behind.

**PE1 classroom:** Leave via the nearest exit door either to the rear of the Sports Block or to the front into the Courtyard area. Make your way to the far Tennis Courts with your group of candidates.

**PE2 classroom:** DO NOT use the lift, make your way downstairs with the candidates via the safest route and exit to the front or rear doors of the Sports Block. Make your way to the far Tennis Courts with your group of candidates.

**Main building:** Exit via the nearest designated fire exit and make your way to the far Tennis Courts with your candidate(s).

- The Exams Officer will oversee the Main Exam Room (most often the Sports Hall but will include the main exam room if this is located in the main building), and classrooms PE1 & PE2
- The SENCO will oversee any candidates in separate rooms in the main school building and will inform TA Invigilators.
- The Lead Invigilator or main invigilator in each room will be responsible for taking the attendance registers out to the Tennis Courts.

If the alarm is false or a drill, the member of staff responsible for the room will, once the alarm has been silenced, reassure the candidates and resume the exam noting new start and finish times on the whiteboard.

If/when it is safe to return to the building, the candidates will be led back to the exam room and as soon as all candidates are seated and settled, the exam will be resumed.

The candidates must remain under exam conditions during the evacuation and must not attempt to communicate with any other candidate or member of the school community.

#### *Upon returning to the room*

- Allow the candidates a small amount of time to settle, whilst reminding them they are still under exam conditions.
- Instruct them to carry on from where they left off and the finish time will be adjusted accordingly.
- Record as much information as possible.

#### *Should the exam be abandoned*

- The exam contingency plan will be enforced and you will be briefed by the Exams Officer at the time.