

# Emergency Evacuation Policy (exams)

2020/21

This policy is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
Exams Officer	
<b>Date of next review</b>	01 Sep 2021

## Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	<b>Jim Grant</b>
Exams Team	<b>Neil Owen, Wendy Cowgill, Jane Hart</b>
SLT member(s)	<b>Karen Fraser, Matt Couzens, Matt Reynolds</b>
SENCo	<b>Gill Thomas</b>
Health & Safety Officer	<b>Helen Tonks</b>

## Purpose of the policy

This policy details how Cirencester 6<sup>th</sup> Form College 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 which may be notified by SLT.

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.

## 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

#### Senior leadership team

- ▶ 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) & Health & Safety Officer**

- ▶ 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 (PEEPS)
- ▶ Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation (PEEPS)

### **Exams team**

- ▶ 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 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

### **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 team, 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, SENCo, exams team and invigilators in ensuring the safe emergency evacuation of exam rooms

## 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.

<b>Emergency evacuation procedure</b>
<b>Actions to be taken</b> (as detailed in the current JCQ <i>Instructions for conducting examinations section 18, Emergencies</i> )
Stop the candidates from writing
Make a note of the time the alarm started on the reverse of the room plan
Pick up the register and a pen/pencil, Collect the attendance register (in order to ensure all candidates are present)
Advise candidates to leave all question papers and scripts in the examination room
Advise candidates to leave all question papers and scripts in the examination room
Evacuate the examination room in line with the instructions given by the appropriate authority
Candidates should leave the room in silence and go directly to the Fire evacuation point for Exams
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
Make a note of the time of the interruption and how long it lasted.
Allow the candidates the full working time set for the examination.
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
Once the all clear has been sounded students sitting exams will be given priority access to halls.
Make a full report of the incident and of the action taken, and send to the relevant awarding body
In all instances follow instruction issued by the exam team.

## Data Protection

When managing a student's personal data information it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

## **Equality**

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity ,sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.