

Exams - Emergency Evacuation Policy

Overton School

Approved by:	Omar Salahuddin, Principal
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Purpose of the policy

This policy details how Overton School 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.

Emergency evacuation of an exam room

Roles and responsibilities

Head Teacher

Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation

Deputy

Is responsible for the centre-wide emergency evacuation procedure, and 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)

Ensure 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. Ensure a Personal Emergency Evacuation Plan (PEEP) is completed. 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 SENCo and the prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Briefs senior 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.

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

Staff

Support the Deputy, SENCo, exams officer 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.