



The BRIT School

Emergency Evacuation Policy

2025-2026

KEY STAFF INVOLVED IN CONTINGENCY PLAN

Role	Name(s)
Head of Centre	Stuart Worden
Senior Leaders	Louise Cooper Katie Findlater
Exams Officer	Charlotte Byrne
SENCo	Lakshmy Rajah

Purpose of the Plan:

This policy is reviewed and updated annually to ensure that emergency evacuation from exam rooms at The BRIT School is managed in accordance with current requirements and regulations.

The purpose of this policy is to confirm the arrangements at The BRIT School for dealing with an emergency evacuation of an examination room by defining staff roles and responsibilities and confirming the emergency evacuation procedure. This policy ensures compliance with JCQ regulations (ICE 25) which state that centres must have a written policy for dealing with emergency evacuation of the examination room which will be subject to inspection by the JCQ Centre Inspection Service.

Introduction:

An emergency evacuation is required where it is unsafe for candidates to remain in the examination room. This might include a fire, 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 room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the examination room, serious illness of a candidate or invigilator or similarly 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 (ICE 25.6).

Emergency evacuation procedure

At The BRIT School, the following actions (in accordance with ICE 25) are taken if an examination room has to be evacuated:

- The exam should be stopped and the invigilator should note the time of the interruption on the incident log.
- The invigilator / Examinations Officer should be responsible for the evacuation of the exam room as per the BRIT School evacuation procedures. Student and staff safety comes first.
- The attendance register is collected (in order to ensure all candidates are present). Candidates are advised to leave all question papers and scripts in the examination room. Candidates are advised to close their answer booklet(s) .
- The time of the interruption is noted and how long it lasted.
- The examination room is evacuated in line with the instructions given by the appropriate authority.
- Candidates should be reminded that they are still subject to Exam Regulations, and so need to leave in silence. As far as possible, the candidates should be isolated and kept under supervision to ensure there is no collusion, and the 1:30 invigilation ratio must be maintained.
- If there are only a few candidates, the possibility is considered of taking the candidates (with question papers and scripts collected by the invigilator) to another place to finish the examination.
- Upon return to the examination room, invigilators allow candidates time to settle down, reminding them they are still under formal examination

conditions and that they must not open their answer booklets until instructed to do so.

- Invigilators announce clearly to candidates when they may begin and how much time they have (the examination will formally restart at this point). Candidates are allowed the remainder of the working time set for the examination once it resumes. The emergency and its duration should be logged and appropriate time added to the exam session incident. Invigilators record the time the examination(s) restarted and amend the displayed finishing time(s) for all candidates to see.
- If it is felt that a particular candidate has been unduly disrupted, the Exams Officer should be notified and may apply for special consideration.
- Invigilators are trained to record as much detail on the exam room incident log when able to do so (ensuring candidates are continually supervised and giving complete attention to this duty at all times) and to ensure the exams officer is fully briefed at the end of the examination(s) to enable a full report to be submitted to the awarding body/bodies.
- A full report is made of the incident and of the actions taken (and retained on file if required by an awarding body).

When not allowed to return to the examination room, or the decision is made by the appropriate authority that the examination(s) cannot be resumed, the centre's examination contingency plan will be invoked and invigilators/candidates briefed accordingly at the time.

Roles and responsibilities

The role of the head of centre

- They must ensure that the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulations.
- Any instructions from relevant local or national agencies are referenced and followed where applicable (ICE 25.1).
- Ensures any breach of question paper security or malpractice is reported to the awarding body immediately (ICE 25.5).

The role of the senior leader

- Where responsible for the centre-wide emergency evacuation procedure, ensure that all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an examination room is required.

The role of the SENCo

- Ensure that appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may be needed, and ensure that the candidate is informed prior to taking their examinations of what will happen in the event of an emergency evacuation.

The role of the exams office/officer

- Provide invigilators with a copy of the emergency evacuation procedure, and an exam room incident log in every exam room.

- Ensure that invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded.
- Provide 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.
- Ensure that candidates are briefed prior to examinations taking place, on what will happen in the event of an emergency in the examination room.
- Liaise with relevant staff and brief invigilators prior to each examination session where different procedures or assistance may need to be provided for a disabled candidate.
- Ensure that appropriate follow-up is undertaken after an emergency evacuation, reporting the incident to the awarding body and the actions taken.
- Ensure a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4)
- Ensure an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 25.7)

The role of invigilators

- By attending training and/or update sessions, ensure they understand what to do in the event of an emergency in the examination room.
- Follow the actions required in the emergency evacuation procedure issued to them for every examination 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.

Recording details

As soon as practically possible and safe to do so, the following details will be recorded:

- 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).
- A report on candidate behaviour throughout the interruption/evacuation.
- A judgement on the impact on candidates after the interruption/evacuation.

For on-screen assessments:

- candidates must be closely supervised if an emergency evacuation of the assessment room occurs
- invigilators should refer to any software specific instructions to safeguard the security of the assessment content and candidates' responses (For example, pausing the assessment for all candidates and locking the evacuated assessment room without closing down the software)
- invigilators should understand the procedures for re-starting an on-screen assessment after an emergency evacuation of the assessment room, controlling the re-starting of the assessment, re-setting the timing and ensuring, where appropriate, candidates can access their previous responses

Procedure for Emergency Evacuation of Exam Rooms

In the event of an emergency, such as a fire or bomb scare, take the following actions:

- The exam should be stopped immediately and the invigilator should note the time of the interruption on the white board and the Invigilation incident log.
- The invigilator / Examinations Officer should be responsible for the evacuation of people from the exam room, as per the centre evacuation procedures/instructions.
- Candidates, readers, scribes and invigilators should leave in silence. Students should be reminded that they are still under Examination Conditions, and must not talk to each other or anyone else.
- Invigilators should collect the register before leaving the room.
- Question papers should be closed and scripts should remain within the exam room. If possible, doors should be locked when leaving. **Student and staff safety comes first.**
- If possible, the candidates should be isolated and kept under supervision at all times, and the 1:30 invigilation ratio must be maintained.
- Upon return to the exam room, the exam should be restarted. The emergency and its duration should be logged, and appropriate time added to the exam session.
- If it is felt that a particular candidate has been unduly disrupted, the Exams Officer should be notified and may apply for special consideration.
- A report of the incident must be made and the relevant Awarding Body informed after the completion of the examination.

In the event of an intruder lockdown on site:

- 1) **Note the time. Calmly inform students we are pausing the exam, and ask them to turn over their exam papers. Follow all further lockdown instructions.**

Management of the situation will depend on the circumstances presented. The following actions should be taken, however staff should be guided by SLT and / or Emergency Services personnel whether to remain inside the premises or be evacuated in a safe and orderly manner away from the premises or situation to a safe area designated by SLT or the Emergency Services.

On hearing the Lockdown alarm, staff should immediately take the following action:

- If outside, in communal areas, or in the toilet when the alarm sounds, make your way to the nearest building classroom, room or office, and escort students.
- Block all access points, and secure the doors and windows where possible.
- Turn off the lights, and close all curtains and blinds where possible.
- Sit on the floor, stay low and quiet, and away from windows and doors
- Ensure all students and staff are aware of an exit point in case the refuge area becomes unsafe.
- Mobile phones should be set to quiet mode – do not make non-essential calls, use the whatsapp emergency group if essential contact is needed.
- Await instruction or escort by Emergency Services personnel / SLT

Remember to:

- Remain calm
- Move slowly
- Obey instructions
- Do not provoke an incident

The Site Team will secure the external doors.

If the Fire Alarm is activated during a Lockdown, evacuate to the designated Assembly Point, or secondary Assembly Point, as directed by the Emergency Services personnel / SLT.

If an intruder enters the building there will be changes to the procedure, this may include;

- Directing all pupils, staff and visitors into the nearest classroom or secured space.
- Classes that are outside must not reenter the building, but proceed to the evacuation point
- Lock classroom doors, but do not lock exterior doors.
- Keep pupils seated on the floor and turn off the lights.
- Do not respond to anyone at the door until given the all clear.
- Ignore any fire alarm activation; the school should not be evacuated using this method.

2) **Actions to Avoid**

- Do not open the secured door until the 'All Clear' alarm has sounded
- Do not use or shelter in toilets
- Do not travel down long corridors
- Do not assemble in large open areas
- Do not use the Lift
- Do not take shelter in stairwells or corridors

3) **Communication**

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication.

Agreed lines of communication are:

- School telephone system
- Email
- Mobile phones

After the alarm has ended, ask students to return to their papers and resume the exam with time lost. Special considerations will be applied. Ask them to do their best to continue with the exam. Make note in invigilator notes of all disruptions.