

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 examination 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 has entered** 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 shouldn't enter the building but be moved 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 door once it has been secured 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.