



THE KING DAVID HIGH SCHOOL

Emergency Evacuation Policy

2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Exams Officer	
Date of next review	Sept 2024

Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	Mr John Dalziel
Exams officer	Mrs Alison Burton
SLT member(s)	Tracy Basger, Andrew Cheetham, Jack Pitt
SENCo	Helena Morrissey

Purpose of the policy

This policy details how The King David High 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.

As each incident may be different, advice will be sought from the relevant awarding body as soon as it is safe to do so, particularly where the centre is concerned about the security of the examination(s). (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.

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
- Ensures any instructions from relevant local or national agencies are referenced and followed where applicable,
- Ensures any breach of question paper security or malpractice is reported to the awarding body **immediately** (ICE 25.5)
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SLT

- 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)

- 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
- 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 (in Assembly briefing) 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 procedure for every exam room
- Provides 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
- 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 application of the *special consideration* process where applicable
- Ensures a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4)
- Ensures an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 25.7)
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Invigilators

- By attending training and/or update sessions, 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
- Record details on the exam room incident log to support follow-up reporting to the awarding body by the exams officer (see below)

Other relevant centre staff

- Support the senior leader, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

Recording details

As soon as practically possible and safe to do so, details should be recorded. Details must include:

- 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)

Further details could include:

- report on candidate behaviour throughout the interruption/evacuation
- a judgement on the impact on candidates after the interruption/evacuation

Emergency evacuation procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or bomb alert or other emergency that leads to an evacuation of the exam room.

Emergency evacuation procedure
Actions to be taken (as detailed in current JCQ Instructions for conducting examinations section 25.3, Emergencies)
Stop the candidates from writing
Collect the attendance register (in order to ensure all candidates are present)
Evacuate the examination room in line with the instructions given by the appropriate authority
Advise candidates to leave all question papers and scripts in the examination room Candidates must be advised to close their answer booklet
Candidates should leave the room in silence
Ensure the candidates are supervised as closely as possible while they are out of the examination room 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 (Candidates must be given the opportunity to sit the examination for its published duration)
Make a full report of the incident and of the action taken, and send to the relevant awarding body
Additional centre-specific actions to be taken
Students stay in row order and taken out of the Sports Hall from front and back entrance.
They are to remain silent and placed outside the Drama Block away from the rest of the school until it is safe to return
<ul style="list-style-type: none">• EMERGENCY PROCEDURES – SECURITY THREAT• CAMPUS INTRUSION SIREN – INVACUATION PROCEDURE• These protocols should be followed in a variety of circumstances. They are designed to ensure the safety of everyone who is present in King David High School at the time that it is necessary to sound an alert.• Staff must maintain calm. Students must respond to any instruction in a calm disciplined manner. This is essential and is a vital aspect of every safety procedure.• Check if any pupils are on corridors, bring into sports hall. If Sports Hall is full (Exam time), move pupils to the right hand side of sports hall and keep low and silent.• Switch off lights• Move all pupils out of sight from the door.

BUILDING EVACUATION MEETING LOCATION

- In the event of having to evacuate the building (suspicious package etc.), the entire school will leave the building and assemble on the grassed area in between the drama block and the music block.
- The students will be instructed to lie down on the grass so as to minimise any potential blast damage.
- A full report needs to be submitted by the exams office to the awarding body (s) so as much information as possible should be obtained at the time of the evacuation/incident.
