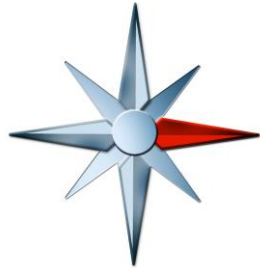


# PAKEFIELD



## EMERGENCY EVACUATION PROCEDURE POLICY

<b>Reviewer / Author:</b>	<b>Examinations Manager</b>
<b>Date Ratified by Full Governing Body:</b>	
<b>Date of 1<sup>st</sup> Issue:</b>	<b>March 2016</b>
<b>Dates to be Reviewed:</b>	<b>March 2017</b>

## PURPOSE

The purpose of this emergency evacuation policy is to outline actions/procedures to be invoked in case of an emergency evacuation such as a fire alarm or any other emergency which requires the evacuation of an exams room.

## AIMS

We aim to raise standards and achievement by:-

- Supporting pupils to reach the highest standards of achievement through exams and controlled assessments.
- Following procedures set by the JCQ (Joint Council for Qualifications).
- Ensure the smooth running of the exams process.

## PROCEDURES

Invigilators Pakefield have been informed that they must take the following action (in accordance with JCQ [Instructions for conducting examinations](#) (ICE) regulation 18: Emergencies):

1. Stop the candidates from writing.
2. Collect the attendance register (in order to ensure all candidates are present).
3. Evacuate the examination room in line with the instructions given by the appropriate authority.

In the event of a fire alarm at Pakefield during exams the instruction is:

**Invigilators should await instructions from the Exams Manager or member of SLT whether the exam room should be evacuated.**

4. Advise candidates to leave all question papers and scripts in the examination room.
5. Inform candidates they must leave the room in silence and be monitored at all times.
6. All candidates need to be taken to the assembly point located next to the humanities block.
7. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
8. Candidates will need to be registered to ensure that everyone has vacated the exam hall.
9. When instructed, supervise the return of candidates to the exam room.

10. Make a note of the time of the interruption and how long it lasted.
11. Allow the candidates the full working time set for the examination.
12. Make notes of the incident to enable the exams officer to produce a full report of the incident and of the action taken to be forwarded to the relevant awarding body.

**In addition to the actions required by JCQ ICE regulation 18 above, invigilators are also informed of the following centre-specific actions or information:**

1. The exam room must be evacuated by the nearest fire exit
2. Candidates must be escorted to the assembly point on the school field.
3. On returning to the exam room allow candidates time to settle down, reminding them they are still under exam conditions
4. Restart the exam and allow candidates the full working time set for the examination
5. Make relevant changes to the displayed finish time
6. All information regarding the evacuation must be recorded on the exam room incident log

The Exams Manager will write to the parents to inform them that the exam was interrupted. Special Consideration will be applied for with the Awarding Bodies.

**RESPONSIBILITY FOR MONITORING**

- Exams Manager is responsible for ensuring that the Invigilators are fulfilling the requirements of the examinations policy.
- The Emergency Evacuation Policy should be reviewed periodically by the Health and Safety Governors Committee.

Signed (Chair):	
Date:	
Next Review Date:	
To be reviewed by (committee):	