



HARROGATE  
GRAMMAR SCHOOL  
EXCELLENCE FOR ALL

## Emergency Evacuation Policy (Exams) 2021-22

**Member of Staff Responsible**

**Alison Meacher**

**Approved on:**

**10 February 2022**

**Review date:**

**February 2023**

**Signed-off by:**

**Kirstie Moat**

**Signature:**

*Kirstie Moat*

**Date:**

**10 February 2022**

## **Purpose of the policy**

This policy details how Harrogate Grammar 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 25.4)

Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control. (ICE 24.5)

## **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, including information from the National Counter Terrorism Security Office on the *Procedures for handling bomb threats* <https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>
- Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration

#### **Senior leader**

- 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 Manager**

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed (Examinations Handbook for Students), 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 the *special consideration* process where applicable (in cases where a group of candidates have been disadvantaged by a particular event)

### **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 manager/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 manager/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 other emergency that leads to an evacuation of the exam room.

<b>Emergency evacuation procedure</b>
<b>Actions to be taken</b> (as detailed in current JCQ <a href="#">Instructions for conducting examinations</a> section 25, <b>Emergencies</b> )
<ul style="list-style-type: none"><li>• Stop the candidates from writing and note the time</li></ul>
<ul style="list-style-type: none"><li>• Instruct candidates to close their answer booklet and leave question papers, scripts and personal belongings in the examination room.</li></ul>
<ul style="list-style-type: none"><li>• Allocate an invigilator to a group of candidates and instruct candidates to evacuate the examination room via the nearest exit in silence as exam conditions still apply.</li></ul>
<ul style="list-style-type: none"><li>• The Lead Invigilator must take the clipboard containing the Seating Plans and Attendance Register with them.</li></ul>
<ul style="list-style-type: none"><li>• Candidates should leave the room in silence</li></ul>
<ul style="list-style-type: none"><li>• Invigilators should ensure candidates are supervised as closely as possible whilst they are out of the examination room. Candidates are still required to observe examination conditions i.e. no talking, texting, telephoning, communicating with anyone. Failure to do so will be treated as a breach of examination regulations.</li></ul>
<ul style="list-style-type: none"><li>• <b>Y10/Y11 students</b> - If evacuation is needed, students undertaking exams will congregate on the far side of the astro-turf pitch away from other students in silence.</li><li>• <b>Sixth Form</b> – students will congregate on the near side of the Tennis Courts away from other students in silence.</li></ul>
<ul style="list-style-type: none"><li>• Give a copy of the seating plan/register to relevant year manager/student support manager to ensure all exam attendees are present and have safely left the building.</li></ul>
<ul style="list-style-type: none"><li>• Make a note of the time of the interruption and how long it lasted</li></ul>
<ul style="list-style-type: none"><li>• Once permitted to return to the examination room, check the seating plan to ensure all candidates have returned and are sitting in the correct seat.</li></ul>
<ul style="list-style-type: none"><li>• Record the re-start time and allow the candidate(s) the full remaining time for the exam.</li></ul>
<ul style="list-style-type: none"><li>• 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</li><li>• (Candidates must be given the opportunity to sit the examination for its published duration)</li></ul>
<ul style="list-style-type: none"><li>• Make a full report of the incident and of the action taken, and send to the relevant awarding body</li></ul>
<b>Additional centre-specific actions to be taken</b>
<ul style="list-style-type: none"><li>• The Examinations Manager will make a full report of the incident and the actions taken. Where the integrity of the examination or the candidates' performance may have been affected, a report will be sent to the appropriate awarding body.</li></ul>

# Evacuation Plan (MAIN SCHOOL) – Astro Turf Assembly Area

10EEL
10RLH/MDW
10KAM
10LZK/JYS
10FTW
10LVN
10TJP
10CEL
10FLP
10TXW

11AQI
11PLB
11HZF/MJC
11CZC
11RMG
11SYJ
11AEB
11EZF
11JLC
11MGG

Main School Exam Students  
(if applicable)

EZZ	Teaching Assistants
SBH	Learning Managers & Supply Staff
AVT DLK	Main School Visitors
KSS NJM	Year Managers, Tutors,
AGS NHF	Teaching Staff (non Tutors) & ITT Trainees
KZK JXT KXP	Operational Staff (1) All other Ops staff
KJT/ALM (AVT in exam period)	Operational Staff (2) Student Services, Exams & Data (ALM Invigilators
IRH	Operational Staff (3) Network Services
DXN	Operational Staff (4) Science Technicians
AHS	Foreign Language Assistants
KLM (TMM)	

All students and staff  
to assemble in single  
file lines and in  
silence, for speed of  
registration

7SJA
7KZG
7JXC
7SMV
7JRT
7RLD
7JAO
7SXL
7CMM
7KRG

**GATE**

8KMP
8VHK
8MMK
8LJC
8REP
8SYC
8TYK
8JOS/CHL
8RXB/ATB
8GZK

**SPORTS HALL**

9ADP
9HXF
9FLB
9HZR
9EXR
9FXD
9CFS
9MAC
9BXS
9MEW

**Evacuation Plan (SIXTH FORM) – Tennis Courts Assembly Area  
TENNIS COURTS**

**EXAM PERIODS:**  
SIXTH FORM EXAM  
STUDENTS

EXAM INVIGILATORS

24	22	20	18	16	14	12	10	8	6	4	2
MYM	SWP KXW	JTM	AAL MES	AEM	JDW	SFN	JHM	JIS	VEG	MQF	JXW
12	12	12	12	12	12	12	12	12	12	12	12

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23	21	19	17	15	13	11	9	7	5	3	1
AZJ	GNS	HZH	JDK KJT SZG	NLD	VDG	KEC	DYP	LAS	RAI	THB	SAB
13	13	13	13	13	13	13	13	13	13	13	13

**ENTRANCE**

REH	6 <sup>th</sup> form VISITORS
CJJ/GRA/BXW	6 <sup>th</sup> Form Tutors / Exam Invigilators / Students
EAS/N DOHERTY	Red Kite Visitors & SCITT Trainees
BCT/DAR	6 <sup>th</sup> form Based Operational & Non Tutors