



Emergency
evacuation
procedure

2015/16

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In the event of an emergency evacuation of an exams room for events such as:

- Fire/Fire alarm
- Bomb alert
- Any other emergency which requires an evacuation of an exams room

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

Invigilators should await instructions from the H&S Officer or member of SMT as to whether the exam room should be evacuated.

If the fire alarm is not activated in the Snell Building/Learning Skills Department, tell the candidates calmly that they can proceed with the examination and that they will only have to evacuate the building if the building itself is threatened.

Invigilators at Abbotsholme School have been informed that they must take the following action (in accordance with JCQ [Instructions for conducting examinations](#) (ICE) regulation 18: Emergencies) if the fire alarm is activated in the exams room and evacuation is required:

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.
4. Advise candidates to leave all question papers and scripts in the examination room.
 - 4a. 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.
5. Inform candidates they must leave the room in silence.
6. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
7. When instructed, supervise the return of candidates to the exam room.
8. Make a note of the time of the interruption and how long it lasted.
9. Allow the candidates the full working time set for the examination.
10. 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.

Candidates leaving the Snell Building/Learning Skills Department will be escorted safely to the area outside the 6th form cabins, where they will remain under supervision until it is safe to return to the exam venues.

If exams are taking place in other venues in the school, e.g. the Music Department, the exam to continue unless a senior member of staff arrives to instruct the room to be evacuated. Candidates from the Music Department will be escorted safely to the Tennis Courts, where they will remain under supervision until it is safe to return to the exam venue.

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 in car park A
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

TO MAINTAIN THE SECURITY OF THE EXAMS, THERE SHOULD BE NO COMMUNICATION BETWEEN THE CANDIDATES AT ALL TIMES.