



**ILKLEY GRAMMAR SCHOOL**

AN ACADEMY TRUST

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# **Emergency Evacuation/Lockdown of the Examination Room Policy**

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	<b>Position/Committee</b>	<b>Date</b>
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<b>To be Reviewed</b>	<b>Annually</b>	<b>Oct 2024</b>

# Contents

1. Introduction
2. Fire Alarm Evacuation Procedure
3. Lockdown Procedure

# 1. Introduction

This policy details how Ilkley Grammar School deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This policy will be reviewed annually.

The nominated member of the senior leadership team and the exams manager will review this policy.

## 1.1 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. (ICE 25.6)

## 1.3 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)**

### 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
- **Additional learning support (ALS) lead/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 (*Candidate exam handbook*), 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 procedures 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 ALS lead/ 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.
- 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.

### **Other relevant centre staff**

- Support the senior leader, ALS lead/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
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### **1.4 Emergency Evacuation Procedure**

- 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.
- Ensure candidates leave the room in silence

- Ensure that the candidates are supervised as closely as possible while they are out of the examination room that 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 remainder of the working time set for the examination once it resumes. 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

## **2. Fire Alarm Evacuation Procedure**

Further to the guidelines listed in 1.4 centre staff should be specifically aware of the procedure shown below:

### **2.1 Evacuation**

Please note; Activation of the School Fire Alarm does not necessarily mean the automatic evacuation of the Sports Hall is required. Evacuation of all other rooms is required immediately.

### **2.2 Invigilators**

At the start of each exam, the lead invigilator will allocate Invigilators to take responsibility for specific rows, in the event of an evacuation being required. These Invigilators will probably be the ones who also collect the scripts from these rows at the end of the exam.

Three exit doors will be used in an evacuation, so you must decide beforehand, who uses which doors to ensure a smooth evacuation. A second exit door should also be identified for each row should the initial route be blocked by fire.

All candidates must be supervised at all times and must not speak amongst themselves during the time they are taken from the Sports Hall to the car park outside the Sports Hall.

### **2.3 Candidates**

Follow the instructions of your invigilator at all times. Exam conditions must be kept throughout the evacuation.

### **2.4 Exam Scripts**

Please remember all scripts must be left in the exam room. Candidates must NOT collect belongings.

### **2.5 Sports Hall**

To avoid congestion please follow the colour coded system for evacuation.

Arrangements for return to the Sports Hall will be decided when the emergency is over.

### **2.6 Exams Manager**

If not already in attendance, the exams manager will attend the Sports Hall if the fire alarm sounds.

### **2.7 Congregation Points**

SPORTS HALL (If evacuation required)

Exit by designated door if possible. Congregate on the main driveway.

MAIN SCHOOL BUILDING ; exit by nearest door and congregate on the front lawn. Supervise Candidates closely – no talking.

NEW BUILDING ; Exit by nearest door, congregate on the path overlooking tennis courts until advised further by a member of SLT. You may be asked to leave school premises by northern gate, walk up Cowpasture Road and congregate on school front lawn. Supervise Candidates closely – no talking.

### 3. Lockdown procedure

The Ilkley Grammar School Alert for an emergency on site is 6 bells. The schools' policy is to run, hide and tell. However, for exam purposes the following procedures should be followed.

#### Before an examination

If a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- A member of SLT will be present around exam room areas
- Candidates will be instructed to enter the exam room immediately
- Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door
- Where safe/possible, the SLT member will communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode)
- The exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- Invigilators will
  - ▶ lock all windows and close all curtains/blinds
  - ▶ switch off all lights
  - ▶ lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
  - ▶ take an attendance register/head count if possible
  - ▶ (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

#### During an examination

If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

- Invigilators will:
  - ▶ tell candidates to stop writing immediately and turn their papers over.
  - ▶ collect the attendance register
  - ▶ make a note of time when the examination was suspended
  - ▶ instruct candidates to remain silent, leave all examination materials on their desks and hide under exam desk
  - ▶ where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
  - ▶ lock all windows and close all curtains/blinds
  - ▶ switch off all lights
  - ▶ lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
  - ▶ (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

- ▶ Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services
- If appropriate, where safe/possible, and following centre policy, the exams officer (or invigilators in the absence of the exams officer) will initiate the emergency evacuation procedure
- The exams officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies

### **After an examination**

If a lockdown is required after the exam/as candidates are leaving the exam room, the following procedure will be employed:

- Invigilators will:
  - ▶ stop dismissing candidates from the exam room
  - ▶ instruct candidates who have left the room to re-enter the exam room
  - ▶ instruct candidates to remain silent and hide under examination tables
  - ▶ where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
  - ▶ lock all windows and close all curtains/blinds
  - ▶ switch off all lights
  - ▶ lock all doors and/or use tables, or any other furniture, to barricade the entrance to the exam room
  - ▶ (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- ▶ Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately

### **Ending a lockdown**

- The lockdown will be ended by either
  - ▶ the sound of a defined alarm or
  - ▶ the identification/authorisation of Emergency Service officers/SLT/head of centre entering each exam room
- A specific word or phrase may be used to confirm that the instruction to end the lockdown is genuine
- Invigilators will undertake a head count/register and confirm attendance with the exams officer/SLT
- Where applicable and if advised to do so by SLT/ head of centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination
- Invigilators will then:
  - ▶ ask candidates to return to their desks, remind them they are under exam conditions and allow a settling down period
  - ▶ recalculate the revised finish time(s) to allow for the full exam time
  - ▶ tell the candidates to turn their papers over and re-start their exam
  - ▶ amend the revised finish time(s) on display to candidates
  - ▶ note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding bodies and where relevant, any centre-wide lockdown recording form/log)
- The exams officer will
  - ▶ provide a report of the incident for awarding bodies (via the special consideration process or as advised by awarding bodies)



- ▶ safely/securely store all collected exam papers and materials pending awarding body advice/guidance
- Where applicable/possible/available, SLT/exams officer will
  - ▶ negotiate any alternative exam sittings with the awarding bodies
  - ▶ offer, arrange and provide support services to staff and candidates
- At the earliest opportunity, SLT/head of centre will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes)