



2022  
2023

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Signed by: Mrs K. Phillips

Position: Senior Deputy Headteacher

A white rectangular box containing a handwritten signature in black ink that reads "K. Phillips".

# EMERGENCY EVACUATION PROCEDURE



Saint John Henry  
**Newman Catholic College**

**LOVE** ONE ANOTHER

**FAITH** IN OUR COMMUNITY

**COURAGE** TO DO THE RIGHT THING

**VOCATION** TO MAKE A POSITIVE CONTRIBUTION

**SERVICE** TO LOVE YOUR NEIGHBOUR AS YOURSELF

**DIGNITY** TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

**EXCELLENCE**

“We strive to have the courage to celebrate  
and live our Christian Faith,  
in love and service to all others,  
to achieve dignity and excellence”

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

## Contents

Purpose of the policy .....	4
When is an emergency evacuation required? .....	4
Emergency evacuation of an exam room .....	4
Roles and responsibilities.....	4
Recording details.....	5
In the event of an emergency evacuation of an examination room for events such as: .....	5
In the event of a fire alarm at Saint John Henry Newman Catholic College during exams the instruction is: .....	5
In addition to the actions required by JCQ ICE regulation 18 above, invigilators are also informed of the following centre-specific actions or information:.....	6
Sports Hall Instructions for any Emergency:.....	7
Performance Hall Instructions for any Emergency: .....	8
E1/ Dance studio Instructions for any Emergency:.....	9
Offices Instructions for any Emergency: .....	10

# Emergency Evacuation Procedure 2022/23

## Purpose of the policy

This policy details how Saint John Henry Newman Catholic College 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 threats.

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. Candidates are to remain supervised at all times. 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 25.5)

## 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
- 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

#### 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 in assemblies and the candidate 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 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 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 through application of 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 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, 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

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

#### **Fire/Fire Alarm**

#### **Bomb Alert**

#### **Any other emergency which requires an evacuation of an exams room**

Invigilators at Newman Catholic College have been informed that they **must** take the following action (in accordance with JCQ 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.**
- 4. Instruct candidates to leave all materials in the examination room**

**In the event of a fire alarm at Saint John Henry Newman Catholic College during exams the instruction is:**

All candidates in the main examination rooms (Sports Hall, Performance Hall and Dance Studio) are to remain and await further instructions from a member of the Senior Leadership Team or the Examinations Officer. If candidates are in imminent danger, then the Lead Invigilator can start the evacuation process before a member of SLT arrive. The time that the examination stopped will be noted and any time taken will be added to the end of the examination and a report submitted to the relevant examination board. Those candidates that are in offices will evacuate their rooms via the nearest exit and assemble outside the building under the supervision of the Examinations Officer. Once the building has been assessed by Fire Crew and given the 'all-clear' these candidates will be directed back to their rooms for the examination to continue with any time taken being added to the end of the examination. In the event that the building needs to be fully evacuated, a Tannoy message will be delivered by the Headteacher, and the Senior Leadership Team will assist the Invigilation Team in maintaining exam conditions at the relevant assembly points.

4. Ensure all candidates leave all question papers and scripts in the examination room.
5. Inform candidates they must leave the room in silence and remain in silence throughout the evacuation procedure.
6. Supervise candidates closely while they are out of the examination room so that there is no discussion about the examination or other topics. Invigilators to be responsible of their assigned rows.
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.

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 rooms must be evacuated by the nearest fire exit.
2. Candidates in the **Sports Hall** must leave the area. Row K and Row A will be dismissed first through the closest fire doors. Once outside the candidates must make their way to the area between the car park and the MUGA and line up in row order.
3. Candidates in the **Performance Hall** must leave through the double fire exit doors that lead on to Broadway. Row H must leave first in numerical order. They must turn right once outside and line up in front of their Row letter, that is displayed on the front of the college.
4. Candidates in the **Dance Studio** must leave through the double fire exit doors that lead on to Broadway. Row H must leave first in numerical order. They must turn right once outside and line up in front of the displayed sign for E1.
5. Candidates in **Office spaces** must follow the designated fire exit route, dependent on where they are in the College. The candidate, invigilator and Link member of staff must escort the candidate out of the building. Once outside the building you must make your way to the area outside of Lower B where the Exams Support Officer will be located.
6. Candidates must always remain under exam conditions.
7. SLT to lead with the evacuation and ensure exam conditions are upheld whilst exiting and re-entering the examination room. Staff highlighted in red must have access to a radio, the college return will be led by the DHTs. Return to college for exams will be led by K Phillips please listen for instructions.
  - Sports Hall: **D Maxwell, A Walker**, W Lee, K McLaughlin.
  - Performance Hall: **C Perkin**, N Foley, S Kearney, R Humphries.
  - Dance Studio: **Link member of staff**, K McManus, Exams Officer.
  - Offices: **Exams Support Officer**.
  - Form tutors to support if it is a full cohort exam. If the exam is for a partial cohort, form tutors to go to normal evacuation area.
9. Exams Support to supervise in the Dance Studio/Performance Hall during evacuation if necessary – exam conditions must be maintained at all times.

## Sports Hall Instructions for any Emergency:

**Staff Supporting:** D Maxwell, A Walker, W Lee, K McLaughlin.

In an emergency such as a fire alarm or bomb alert, please refer to the following checklist.

1. Tell the candidates to stop writing and to close their answer booklets/exam scripts.
2. Remind candidates that they are under test conditions until the end of the exam and must remain in silence for the duration of the emergency.
3. Mr Maxwell or Mr Gray will start the evacuation process. If the candidates are in imminent danger than the Lead Invigilator can start the evacuation process.
4. Tell the candidates that they will be dismissed in row order and numerically and that they must follow a member of staff to the MUGA area.
5. Candidates must leave everything in the exam room.
6. Row A and K told to stand in **silence**. Row A must leave the exam Hall through the doors at A1 and turn right and leave through the fire doors at the bottom of the corridor. Row K to leave through the fire doors at the front of the Sports Hall.
7. Once A and K have left then dismiss B and J until the exam room is empty.
8. The Lead Invigilator must complete the table below and take the Emergency folder with them.

Date:	
Exam Component:	
Start and Finish Time:	
Time of Emergency:	
Restart Time:	
How long did the interruption last for?	
New end Time:	

### **During the Emergency:**

- D Maxwell, A Walker, W Lee, K McLaughlin to make their way to the Sports Hall as quickly as possible
- D Maxwell or A Walker to commence the evacuation.
- D Maxwell, A Walker, W Lee, K McLaughlin ensure that exam conditions are maintained during the emergency.
- Invigilators to record any cases of malpractice to D Maxwell.

### **Once candidates can return to the College:**

- D Maxwell to lead the candidates return into the exam room. The invigilators to return first to the Sports Hall followed by a row at a time.
- K McLaughlin to ensure that parents/carers are informed through MyEd that the exam end time has changed and any further details.

## Performance Hall Instructions for any Emergency:

**Staff Supporting:** C Perkin, N Foley, S Kearney, R Humphries.

In an emergency such as a fire alarm or bomb alert, please refer to the following checklist.

1. Tell the candidates to stop writing and to close their answer booklets/exam scripts.
2. Remind candidates that they are under test conditions until the end of the exam and must remain in silence for the duration of the emergency.
3. C Perkin or N Foley will start the evacuation process. If the candidates are in imminent danger than the Lead Invigilator can start the evacuation process.
4. Tell the candidates that they will be dismissed in row order and numerically and that they must follow a member of staff to front of the college.
5. Candidates must leave everything in the exam room.
6. Row A told to stand in **silence**. Row A must leave the exam Hall through the fire doors onto Broadway and then turn right and line up in front of the Row A sign.
7. Once A have left then dismiss B and so on, until the exam room is empty.
8. The Lead Invigilator must complete the table below and take the Emergency folder with them.

Date:	
Exam Component:	
Start and Finish Time:	
Time of Emergency:	
Restart Time:	
How long did the interruption last for?	
New end Time:	

### **During the Emergency:**

- C Perkin, N Foley, S Kearney, R Humphries, to make their way to the MPH as quickly as possible
- C Perkin, N Foley to commence the evacuation.
- C Perkin, N Foley, S Kearney, R Humphries ensure that exam conditions are maintained during the emergency.
- Invigilators to record any cases of malpractice to C Perkin.

### **Once candidates can return to the College:**

- C Perkin to lead the candidates return into the exam room. The invigilators to return first to the Performance Hall followed by a row at a time.
- K McLaughlin to ensure that parents/carers are informed through MyEd that the exam end time has changed and any further details.

## E1/ Dance studio Instructions for any Emergency:

**Staff Supporting:** **Link member of staff, K McManus, Exams Officer.**

In an emergency such as a fire alarm or bomb alert, please refer to the following checklist.

1. Tell the candidates to stop writing and to close their answer booklets/exam scripts.
2. Remind candidates that they are under test conditions until the end of the exam and must remain in silence for the duration of the emergency.
3. Link member of staff will start the evacuation process, if the candidates are in imminent danger than the Lead Invigilator can start the evacuation process.
4. Tell the candidates that they will be dismissed in row order and numerically and that they must follow a member of staff to front of the college.
5. Candidates must leave everything in the exam room.
6. Row A told to stand in **silence**. Row A must leave the Dance studio through the fire doors onto Broadway and then turn right and line up in front of the Dance studio Sign.
7. Once A have left then dismiss B and so on, until the exam room is empty.
8. The Lead Invigilator must complete the table below and take the Emergency folder with them.

Date:	
Exam Component:	
Start and Finish Time:	
Time of Emergency:	
Restart Time:	
How long did the interruption last for?	
New end Time:	

### **During the Emergency:**

- Link member of staff, K McManus, Exams Office to make their way to the Sports Hall as quickly as possible
- Link member of staff to commence the evacuation.
- Link member of staff, K McManus, Exams Office ensure that exam conditions are maintained during the emergency.
- Invigilators to record any cases of malpractice to Exams Office.

### **Once candidates can return to the College:**

- Exams Office to lead the candidates return into the exam room. The invigilators to return first to the Dance studio followed by a row at a time.
- K McLaughlin to ensure that parents/carers are informed through MyEd that the exam end time has changed and any further details.

Offices Instructions for any Emergency:

**Staff Supporting: Scribe/reader, invigilator, Exams Support Officer.**

In an emergency such as a fire alarm or bomb alert, please refer to the following checklist.

1. Tell the candidates to stop writing and to close their answer booklets/exam scripts.
2. Remind candidates that they are under test conditions until the end of the exam and must remain in silence for the duration of the emergency.
3. Scribe/reader or Invigilator will start the evacuation process, if the candidates are in imminent danger than the Invigilator can start the evacuation process.
4. Tell the candidate that they will be dismissed and that they must follow a member of staff to the nearest exit using the College's fire Evacuation routes. Once outside of the building, if it is safe to do so make their way to the area outside Lower B hub where the Exams Support Officer will be.
5. Candidates must leave everything in the exam room and remain in silence.
6. The Invigilator must complete the table below and take the Emergency folder with them.

Date:	
Exam Component:	
Start and Finish Time:	
Time of Emergency:	
Restart Time:	
How long did the interruption last for?	
New end Time:	

**During the Emergency:**

- Link member of staff to commence the evacuation.
- Link member of staff to ensure that exam conditions are maintained during the emergency.
- Invigilators to record any cases of malpractice to the Exams Officer.

**Once candidates can return to the College:**

- Exams Support Officer to lead the candidates return into the exam room.
- K McLaughlin to ensure that parents/carers are informed through MyEd that the exam end time has changed and any further details.

<b><u>Signed by Head of Centre:</u></b>		<b><u>Date:</u></b> 17.09.22
<b><u>Signed by Examinations Officer:</u></b>	T. Burison	<b><u>Date:</u></b> 17.09.22

*Renewal Date: September 2023*



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