

Date due for ratification
at Full Governors'
Meeting
13 February 2025



Review
Teaching, Learning
& Standards
Committee
Autumn 2025

Emergency Evacuation Policy (exams) 2024-2025

NOTRE DAME HIGH SCHOOL

**Part of St John the Baptist Catholic Multi Academy Trust
Company No: 7913261
Registered Office: Surrey Street, Norwich NR1 3PB**

THE SCHOOL MISSION STATEMENT

*I have come so that they may have life and have it to the full
(John 10:10)*

We are a joyous and inclusive Catholic school, inspired by the love of God and the teachings of Jesus, specifically faith, hope, forgiveness and peace.

Our community is committed to a rounded education that develops knowledgeable, morally informed and compassionate young leaders.



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

Purpose of the policy

This policy details how Notre Dame High School (NDHS) 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 (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.

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
- 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

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 through the Candidate Exam Handbook and assemblies, prior to exams taking place, on what will happen in the event of an emergency in the exam room
- A practice evacuation also takes place in the mock exams
- 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
- 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)

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, 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

Emergency evacuation procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or a bomb alert or other emergency that leads to an evacuation of the exam room.

Exams Fire Evacuation Procedures

In the event of a fire alarm, the following procedures apply:



INTERMITTENT RING

*** BE ON ALERT – DO NOT EVACUATE ***

Stop candidates from writing.

An invigilator must contact the Exams Office, with the walkie-talkie, from outside the hall, and await instructions.

CONTINUOUS RING

*** FOLLOW EVACUATION PROCEDURES ***

Stop candidates from writing.

An invigilator must contact the Exams Office, with the walkie-talkie, from outside the hall, and await instructions.

- Note the time and how long the examination has been in progress.

IF YOU HAVE TO EVACUATE:

- Collect seating plan & attendance register, to ensure all candidates are accounted for.
- Leave **all** examination papers, scripts and materials on desks. All bags and personal belongings to be left behind.
- Tell candidates to remain calm. Advise them to leave **everything** behind and to exit as directed by the Senior Invigilator.
- **Candidates should leave the room in SILENCE.** They remain **under examination board conditions.** Remind them that a breach may mean **disqualification** from examinations.
- Supervise candidates closely. One invigilator should leave with each row by the nearest fire exit. Take the Seating Plan, a pen and the walkie-talkie. Once in the assembly position (see below), Invigilators should take a roll-call, to ensure that all candidates are present and accounted for.

WHERE TO GO

- Students from L31/32 exams should leave down the back (green) stairs and be taken to the far side of Lady Julian Green.
- Students from the Sports Hall exams should be taken to the astro turf area.
- Please line up the students, **silently**, according to the row and seat on the Seating Plan.
- Check with the Exams Office, via the walkie-talkie, that you have the 'all clear' for re-entering the hall.
- Note the re-start time and update the finish time accordingly. Candidates will be allowed the full total working time for the examination.
- Fill out a detailed incident report, noting the time and duration of the interruption, and action taken, to be returned to the Exams Office at the end of the examination.