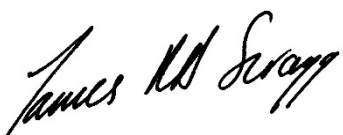


# ***Slough and Eton Church of England Business and Enterprise College***



## **Emergency Evacuation & Lockdown Policy (Exams)**

This policy is reviewed annually to ensure compliance with current regulations

Owner:	Steve Thatcher
Ratified by Governing Body:	
Date Ratified:	March 2024
Date Policy to be reviewed:	March 2025

## Table of Contents

	Page No.
1. Contents .....	1
2. Key staff involved in the policy.....	2
3. Purpose of the policy.....	2
4. When is an emergency evacuation required? .....	2
5. Emergency evacuation in an exam room .....	2
Roles and responsibilities (Emergency evacuation) .....	2
6. Emergency evacuation procedure.....	4
Fire evacuation script for invigilators .....	5
Fire evacuation procedure .....	6
7. When might a lockdown be required?.....	7
8. Roles & responsibilities (Lockdown).....	7
9. Lockdown procedure.....	8

## 2 Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of Centre	Peter Collins
Operations Manager in charge of Emergency Evacuation	Bev Stokes
Senior Leader in charge of Exams	Steve Thatcher
Exams officer	Tracy Ahearn
SENDCO	Navjot Sandhu

## 3 Purpose of the policy

This policy details how Slough and Eton Church of England Business and Enterprise College deals with an emergency evacuation of the exam room(s) or lockdown by defining staff roles and responsibilities and confirming the procedures in place.

## 4 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.

## 5 Roles and responsibilities (Emergency evacuation)

### Head of centre

- ▶ Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation

### 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 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 which includes appropriate information for candidates regarding 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

### **Invigilators**

- ▶ By attending training, 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

### **Other relevant centre staff**

- Support the senior leader, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

## 6 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.

Emergency evacuation procedure
<b>Actions to be taken</b> (as detailed in the current JCQ <a href="#"><i>Instructions for conducting examinations section25, Emergencies</i></a> )
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 close all question papers and scripts and leave them in the examination room
Candidates should leave the room in silence and line up outside with 1m space between each
Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure 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 full working time set for the examination.
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
Make a full report of the incident and of the action taken, and send to the relevant awarding body

## Fire Evacuation Script for Invigilators

- Please stop writing and listen. Close your answer booklets.
- The fire alarm is sounding and we must evacuate the building using the fire exits. *(Please point to the fire exits at the back of the hall)*
- Please wait for the instructions as you will be led out of the area by the invigilators and other staff row by row and in an orderly manner.
- You must make sure that you follow the exam regulations by not communicating in any way with another candidate as this could lead to disqualification for you and the pupils that you are communicating with.
- Your assembly point will be in the pitches and away from other members of your tutor group.
- *(If in the main hall)* You should walk carefully and calmly along the path to the Sports Hall, around the Sports Hall to the gate near Power League and across to the pitches.
- You must line up as directed by staff in the order that you were seated in the hall.
- Once we have been given permission to re-enter the school building you will be escorted back to your seats and the exam will resume.
- Be assured that you will be given the full time for your examinations.
- When directed, stand quickly and leave the room quietly. *(Invigilators now evacuate according to the seating plan)*

# Fire Evacuation Procedure

Fire alarm bell rings for 60 seconds  
(a continuous bell)



After a continuous 60 second alarm, the exam will be stopped and all pupils will be escorted out row by row by the invigilators using the fire exits. The pupils must assemble on the pitches making sure no pupils communicate with each other in any way. The lead invigilator should make a note of the time when the exam is stopped and the time left until the end of the exam.

Admin and Support staff will be allocated to ensure that all pupils are taken over to the assembly point in an orderly manner and ensuring exam regulations are being met.



Attendance registers will be used to check that all pupils present for the exam are present at the assembly point.



All pupils must remain at the assembly point and wait for confirmation to return to the school building by the Headteacher or SLT if the Head is absent.



Once permission had been given to re-enter, pupils must be escorted back in and seated in the same place. The exam must be resumed ensuring that the candidates are giving the full time allocated in order to complete the exam.

## 7 When might a lockdown be required?

A lockdown may be required in the following situations:

- ▶ an incident or civil disturbance in the local community which poses a risk
- ▶ an intruder on the site with the potential to pose a risk
- ▶ local risk of air pollution, such as a smoke plume or gas cloud
- ▶ a major fire in the vicinity
- ▶ a dangerous animal roaming loose
- ▶ any other external or internal incident which has the potential to pose a threat to the safety of exams staff and candidates

Slough and Eton has devised lockdown procedures after consulting GOV.UK's [Developing Dynamic Lockdown Procedures](#) guidance.

With regard to conducting examinations, the focus before, during and after an exam will be:

- ▶ the welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
- ▶ maintaining the integrity and security of the examinations/assessments process
- ▶ how to achieve an effective lockdown
- ▶ how to let people know what's happening
- ▶ training staff engaged/involved in the conducting of examinations
- ▶ STAY SAFE principles (Run, Hide, Tell)

## 8 Roles and responsibilities (Lockdown)

### Head of centre

- ▶ To ensure that a dedicated lockdown alarm tone is in place and recognised by all staff and candidates
- ▶ To ensure that all staff involved in the conducting of examinations are trained in how to raise the alarm for a lockdown, act effectively and made aware of their responsibilities
- ▶ To arrange appropriate training for all exams-related staff in lockdown procedures
- ▶ To ensure that candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the exam room due it being locked down
- ▶ To ensure that all candidates and staff are aware of an exit point in case an intruder manages to gain access, or the room becomes unsafe
- ▶ To provide written lockdown procedures for exam room/invigilator use
- ▶ To inform the relevant Emergency Services immediately in the case of any potential threat to the safety of exams staff and candidates

### Senior leadership team (SLT)

- ▶ To have accountability for all exams staff and candidates taking examinations during a lockdown
- ▶ To run training/drills for examination candidates on lockdown procedures
- ▶ To inform parents/carers about the centre's lockdown policy in relation to the conducting of examinations
- ▶ To have a presence around exam room areas prior to the start of each exam session
- ▶ To liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during a lockdown

- ▶ To use the exam room attendance register(s) to compile a list of all candidates not accounted for

#### **Exams officer**

- ▶ To train invigilators in the centre's lockdown procedure
- ▶ Where safe/possible, to liaise with SLT/invigilators in all exam rooms during a lockdown
- ▶ To assist with Lockdown training for staff and students where applicable to the conducting of examinations

#### **Invigilators**

- ▶ To be aware of the centre's lockdown procedure
- ▶ To complete attendance registers as soon as possible so candidates can be identified in the event of a lockdown
- ▶ Where safe/possible, to communicate with the exams officer during a lockdown to confirm the situation in a particular exam room

## **9 Lockdown procedure**

### **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 close their papers.
  - ▶ 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)
- ▶ Where possible, exams staff and candidates will be invited to attend an assembly lead by the head of centre to discuss the lockdown and offer ongoing support
  - ▶ If this is not possible, communications will be provided via a centre text/email/newsletter and information uploaded to the centre website