

CUSTOMER SERVICES POLICY EXAM CENTRES – EMERGENCY EVACUATION POLICY

A RATIONALE: In compliance with the requirements and standards set by JCQ it is necessary for the College to provide policy and guidance on Emergency Evacuation for candidates undertaking examinations within Grantham College.

B ENTITLEMENT: This policy is applicable to all candidates undertaking examinations within Grantham College and provides detailed guidance on the actions to be taken in the event of an emergency evacuation.

C POLICY STATEMENT: Grantham College has a duty of care to ensure the safety of all candidates and to make the necessary arrangements to effect a safe and timely evacuation in the event of a fire. Invigilators make all students aware of where Fire Exits are located prior to the start of each examination.

D IMPLEMENTATION: All examinations within the College will be supervised by an appointed invigilator or member of staff who will be responsible for the supervision of the evacuation of all candidates. Examinations in progress at the time when the fire alarm sounds will be suspended temporarily until the emergency is over. Specific Examination procedures are as follows:

In the event of a fire alarm, invigilators should follow the procedures outlined below:

- Note the time that the fire alarm went off and how long the examination has been going on.
- All examination question and answer papers and materials should be left on the candidates' exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the Exam Room with the candidates.
- Tell the students to remain calm and ask them to leave their belongings and papers on their desk and leave by the nearest fire exit.
- Remind students that they are still under examination board conditions and must not talk to one another. Remind them that a breach of regulations could mean disqualification from their examination.
- The registers (photocopied and original) should be taken out with the invigilators. Invigilators should take a roll-call, to ensure that all students are present and accounted for.
- The students should be taken to the fringe of the nearest assembly point and you should remain with them throughout the evacuation period. A member of the Examination Administration Team will come across to you and remain in contact until the incident is terminated. You must keep students quiet and if possible apart from one another and separate from other non-examination students.
- Once the incident has been terminated, allow the students ten minutes to settle down and restart the examination with the full remaining time allowed. Ask all students to

mark their script where the incident occurred – noting the time of the break in the examination.

- Note the time of re-starting the examination and change the finish time. Write a short report of the incident, stating start and finish times, so that a Special Consideration Form can be produced.

Evacuation: The invigilator will brief all candidates on the action to be taken in the event of an emergency evacuation highlighting the escape route and Assembly Point for that specific location prior to the commencement of every examination. The evacuation procedure from each examination location is an integral part of the whole college Emergency Evacuation Plan. Emergency evacuation is supervised by appointed Fire Marshals who will direct all personnel to the appropriate Assembly Point from their specific location, when the fire alarm sounds.

Escape Routes/ Assembly Points: Examinations are held in various locations throughout the College and evacuation routes from each location to a nominated Assembly Point are clearly signposted. Candidates should follow the evacuations signs and proceed directly to the Assembly Point by the most direct route and as directed by their invigilator. The primary examination locations are their designated Assembly Point is as follows:

Exams Centre, ELC, Nominated classrooms	Assembly Point 1	Front Lawn (Main entrance)
Sports Hall	Assembly Point 3	Trust Field

Fire Warning System: The fire alarm sounder is a continuous ‘Warbling Siren’ or continuous ‘Ringing Bell’ dependant on the examination location.

Action on Hearing the Fire Alarm: On hearing the fire alarm the following action is to be taken:

- Leave the building by the nearest and safest available exit.
- Close doors behind you.
- Report to the Assembly Point.
- Do not use lifts.
- Do not return to the building for any reason until authorised to do so by the Fire Marshals.
- DO NOT TAKE RISKS

Persons Requiring Assistance: Candidates with disabilities, hearing or visual impairment who may require assistance are to make the Exams Officer aware of their condition and a suitable Personal Emergency Evacuation Plan (PEEP) will be drawn up prior to the commencement of the examination.

Quality Assurance – version control			
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