

### EXAM CENTRES – EMERGENCY EVACUATION POLICY

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**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 students undertaking exams within Grantham College.

**B ENTITLEMENT:** This policy is applicable to all students undertaking exams 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 students 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 exam.

**D IMPLEMENTATION:** All exams 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 students. Exams in progress at the time when the fire alarm sounds will be suspended temporarily until the emergency is over. Specific exam procedures are as follows:

In the event of a fire alarm, the procedures outlined below should be followed:

- Invigilators must note the time that the fire alarm went off and how long the exam has been going on.
- All exam question and answer papers and materials should be left on the students' exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the exam room with the students.
- Students should be asked to remain calm as they leave their belongings and papers on their desk and leave by the nearest fire exit.
- Invigilators should remind students that they are still under exam conditions and must not talk to one another. A breach of regulations could mean disqualification from their exam.
- 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 should remain with the invigilator throughout the evacuation period. A member of the exams team will remain in contact until the incident is terminated. Invigilators must keep students quiet and if possible apart from one another and separate from other non-exam students.
- Once the incident has been terminated, invigilators should allow the students ten minutes to settle down prior to restarting the exam, allowing the students the full remaining time of the exam. Invigilators should ask all students to mark their script where the incident occurred – noting the time of the break in the exam.

- Invigilators should note the time of re-starting the exam and amend the finish time accordingly. Invigilators must write a short report of the incident on the Incident Log provided, stating start and finish times, so that a Special Consideration form can be produced.

**Evacuation:** The invigilator will brief all students 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 exam. The evacuation procedure for each exam 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:** Exams are held in various locations throughout the College and evacuation routes from each location to a nominated assembly point are clearly signposted. Students should follow the evacuation signs and proceed directly to the assembly point by the most direct route and as directed by their invigilator. The primary exam locations use their designated assembly point 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 exam 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:** Students with disabilities, hearing or visual impairment who may require assistance are to make the exams team aware of their condition and a suitable Personal Emergency Evacuation Plan (PEEP) will be drawn up prior to the commencement of the exam if one has not been created by the curriculum area.

Quality Assurance – version control			
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