



Bromley Adult Education College

Emergency Evacuation Policy

2020-21

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The Emergency Evacuation Policy

The policy purpose

The purpose of this emergency evacuation policy is:

- to ensure the emergency evacuation procedure is conducted efficiently and in the best interest of candidates.
- to ensure the operation of an emergency evacuation is clear for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

The exam policy will be reviewed annually.

The exam policy will be reviewed by the qualifications officer.

Emergency Evacuation responsibilities

Site Team

- will check the examinations timetable before sounding the alarm for a practice evacuation to avoid unnecessary interruptions to exams or assessments

Qualifications Officer

- will send site staff updated examinations timetables to site staff at least once per term
- Manages the training and management of the team of invigilators
- ensures that invigilators are aware of the procedure to follow in the case of emergency evacuation

Invigilators are responsible for:

Ensuring that candidates are told what the procedure is in advance of the exam

Candidates are responsible for:

- Listening to, and understanding the emergency evacuation procedure.
- Ensuring that the invigilator is aware of any assistance the candidate may need during the evacuation
- Reading all relevant notices sent to them in advance of the exam.

The Emergency Evacuation Procedure

If the fire alarm sounds, the invigilator should make a note of the time, tell candidates to stop writing, close their answer books and place them face down on their desks. Candidates should be reminded that they remain under examination conditions until advised otherwise. They may not discuss the examination or use telephones or revision books throughout the evacuation. The invigilator should take the candidates to the relevant assembly point and report to the Fire Marshall (wearing a luminous jacket). Examinations' office staff and other admin staff will be available to assist invigilation of larger groups of candidates to retain the integrity of the exam. If the fire marshall announces that it is safe to return, the exam can re-commence and candidates should be allowed the full amount of time. The final decision as to whether the exam should recommence is left to the qualifications Officer or the Head of Centre.

The fire alarm will always be considered to be a real emergency.

The invigilator must be aware of any candidate who requires additional assistance to safely evacuate the building.

The invigilator will note the time the room was evacuated, and the time the candidates were allowed to re-start their exam.

The awarding organisation will be notified of the incident.

Equality Act 2010

The Act simplifies, strengthens and harmonises the current legislation to provide Britain with a new discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.

Special needs

The college will meet the requirements of the Equalities Act 2010 by ensuring that the exams room is accessible to enable an improved candidate experience. This is the responsibility of the qualifications officer.

Head of Adult Learning

Qualifications Officer

Date



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Elena Diaconescu



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Jade Moraghan

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The policy is next due for review in August 2021