





Bromley Adult Education College

Emergency Evacuation Policy and Procedure 2023-24

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Centre Number	14207
Policy Reviewed on	23/10/2023
Head of Centre signature (Helen Hart)	
Qualifications Officer signature (Veronica Hughes)	
Date of next review	01/09/2024

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 an emergency evacuation
- informs adjoining school of exam dates to avoid fire drills
- informs awarding body of any emergency evacuation that has taken place

Invigilators are responsible for:

- Ensuring that they are aware of the emergency evacuation procedures
- 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 **must** take the following action:

- stop the candidates from writing;
- collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the usual college procedures;
- advise candidates to leave all question papers and scripts in the examination room. Candidates **must** be advised to close their answer booklet;
- ensure the candidates leave the room in silence; and be reminded that they remain under examination conditions until advised otherwise;
- the invigilator should take the candidates to the relevant assembly point and report to the Fire Marshall (wearing a luminous jacket);
- ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination. 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;
- make a note of the time of the interruption and how long it lasted;
- If the fire Marshall announces that it is safe to return, the exam can re-commence. Allow the candidates the remainder of the working time set for the examination once it resumes;
- 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.

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 awarding body will be notified of the incident.

A full report of the incident must be produced and retained on file if required by the awarding body.

Any breach of question paper security or malpractice must be reported to the award body immediately.

An online application for special consideration must be submitted to the relevant awarding body where candidates have been disadvantaged.

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.

Arrangements will be made to ensure that, where necessary, candidates will be assisted to leave the room in the event of an emergency evacuation.