



# Emergency Evacuation Policy 25/26

Last reviewed: Feb 2026

Next review due: Feb 2027

**We do things differently.....**

**H.E.R.E**

**High Standards**  
**Empathy**  
**Resilience**  
**Emotional Response**

# Contents

Purpose of the Policy .....	2
When Is an Emergency Evacuation Required? .....	2
Roles and Responsibilities.....	3
Head of Centre.....	3
SLT .....	3
SENCO .....	3
Exams Officer .....	3
Invigilators .....	4
Recording Details .....	4
Emergency Evacuation Procedure for Examinations.....	4
Compliance .....	5
Review.....	5

## **Purpose of the Policy**

This policy sets out the procedures to be followed in the event of an emergency evacuation of an examination room and clearly defines the roles and responsibilities of staff involved.

This policy operates alongside the academy’s Health and Safety Policy, Fire Safety procedures, and is written in accordance with the JCQ Instructions for Conducting Examinations (ICE) 2024–25, particularly Section 25: Emergencies.

The safety of candidates and staff is the overriding priority at all times.

## **When Is an Emergency Evacuation Required?**

An emergency evacuation is required where it is unsafe for candidates to remain in the examination room. This may include, but is not limited to:

- Activation of the fire alarm
- A bomb alert or terrorist threat
- Any other serious incident posing a risk to safety

In exceptional circumstances, an emergency evacuation procedure may also be used where candidates would otherwise be severely disadvantaged or distressed by remaining in the examination room. This may include:

- Serious illness of a candidate or invigilator
- Severe disruption within the examination room
- Any similarly serious incident

As each incident will differ, advice will be sought from the relevant awarding body as soon as it is safe to do so, particularly where there is concern about the security of the examination, in line with the JCQ Instructions for Conducting Examinations (ICE), Section 25. This applies immediately where candidates are unable to return to the examination room to complete the examination.

## **Roles and Responsibilities**

### **Head of Centre**

The Head of Centre will:

- Ensure the Emergency Evacuation Policy for examinations is fit for purpose and complies with JCQ regulations and relevant health and safety legislation
- Ensure that instructions from relevant local or national agencies are followed where appropriate, including guidance from the National Counter Terrorism Security Office on handling bomb threats
- Where safe to do so, ensure candidates are given the opportunity to complete examinations for their full published duration

### **SLT**

The Senior Leadership Team (SLT) will:

- Ensure that Fire Wardens and all staff involved in examinations are aware of the procedures to be followed when an emergency evacuation is required

### **SENCO**

The SENCO will:

- Ensure appropriate arrangements are in place for the emergency evacuation of disabled candidates, including any reasonable adjustments required under the Equality Act 2010
- Ensure that such candidates are informed in advance of examinations about what will happen in the event of an emergency evacuation

### **Exams Officer**

The Exams Officer will:

- Ensure invigilators are trained in emergency evacuation procedures
- Ensure invigilators understand how incidents and actions taken must be recorded
- Ensure candidates are briefed prior to examinations on emergency procedures
- Ensure emergency evacuation procedures are covered in invigilator training sessions
- Ensure a copy of the emergency evacuation procedure and an examination room incident log are included in each invigilation pack
- Liaise with the SENCO and SLT prior to each examination series regarding arrangements for disabled candidates
- Ensure invigilators are briefed on any specific arrangements in place
- Ensure appropriate follow-up is undertaken after any emergency evacuation, including reporting to the awarding body and considering the need for Special Consideration

## **Invigilators**

The Invigilators will:

- Attend training and update sessions and confirm understanding of emergency evacuation procedures
- Follow the actions set out in this Emergency Evacuation Policy, as provided in the invigilation pack
- Use the examination room incident log to record details of the incident to support the Exams Officer with follow-up reporting to the awarding body

## **Recording Details**

As soon as it is safe and practicable to do so, full details of the incident must be recorded, including:

- Nature of the incident
- Candidate behaviour during the interruption or evacuation
- A professional judgement on the impact on candidates

Records must include:

- Actual time the interruption began
- Actions taken
- Examination title and paper reference number
- Actual time the examination started
- Time the examination resumed
- Actual finishing time of the resumed examination

All records must be retained on file for inspection by the awarding body.

## **Emergency Evacuation Procedure for Examinations**

When dealing with emergencies, staff must follow instructions from relevant local or national agencies at all times.

In the event of an emergency (e.g., fire alarm or bomb alert), invigilators must:

- Stop candidates from writing immediately
- Collect the attendance register to ensure all candidates are accounted for
- Instruct candidates to leave all question papers and scripts in the examination room and to close their answer booklets
- Evacuate the examination room in line with academy and local authority instructions
- Ensure candidates leave the room in silence
- Supervise candidates as closely as possible during evacuation to prevent discussion of the examination
- Make a note of the time the interruption began and its duration
- Allow candidates the remaining working time once the examination resumes
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If there are only a small number of candidates, consideration may be given to relocating them, with papers and scripts, to another secure location provided the integrity and security of the examination are fully maintained at all times.

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

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

Where candidates have been disadvantaged, an online application for Special Consideration must be submitted to the relevant awarding body in line with JCQ guidance.

### **Compliance**

This policy complies with:

- JCQ Instructions for Conducting Examinations (ICE) 2024–25
- Equality Act 2010
- Relevant health and safety legislation
- Failure to comply with this policy may constitute malpractice.

### **Review**

This policy will be reviewed annually or earlier if required due to changes in JCQ regulations or health and safety guidance.