

# **Academy@Worden**

## **Emergency Evacuation Procedure 2017/18**

*In the event of an emergency evacuation of an exams room for events such as:*

**Fire/Fire alarm**

**Bomb alert**

**Any other emergency which requires an evacuation of the Sports Hall**

**Invigilators at Academy@Worden have been informed that they must take the following action (in accordance with JCQ ICE regulation 18: Emergencies):**

- 1. Stop the candidates from writing.**
- 2. Collect the attendance register (in order to ensure all candidates are present).**
- 3. Evacuate the examination hall in line with the instructions given by the appropriate authority. In the event of a fire alarm at Academy@Worden during exams the instruction is:**  
*Invigilators should await instructions from the Exams Officer regarding evacuation of the Exam Hall. The Exams Officer will have contact with SLT and H&S Officer regarding re-entering the building when safe.*
- 4. Advise candidates to leave all question papers and scripts in the examination room.**
- 5. Inform candidates they must leave the hall in silence.**
- 6. Supervise candidates as closely as possible while they are out of the examination hall to make sure there is no discussion about the examination.**
- 7. When instructed, supervise the return of candidates to the exam hall.**
- 8. Make a note of the time of the interruption and how long it lasted.**
- 9. Allow the candidates the full working time set for the examination.**
- 10. Make notes of the incident to enable the exams officer to produce a full report of the incident and of the action taken to be forwarded to the relevant awarding body.**

**In addition to the actions required by JCQ ICE regulation 18 above, invigilators are also informed of the following centre-specific actions or information:**

*Pupils in the Sports Hall will be escorted to the emergency exit and will walk the candidates to the front of school in the car park. Candidates in separate rooms will be escorted by the invigilator to the school yard, in front of the tennis courts ensuring they are kept separate from the rest of the school.*