

EMERGENCY EVACUATION POLICY

In the event of an emergency occurring (such as a fire alarm/bomb alert) the responsibility for evacuating the examination room lies with the Lead Invigilator.

It is the policy of the school to evacuate the Examination Room in the event of an alarm being sounded. It is not necessary for smoke or fire to be detected for evacuation to take place.

Responsibilities:

Lead Invigilator

Instruct the candidates to stop writing.

Inform the students that during the evacuation, they should refrain from discussing the examination content (Where large numbers of students are taking an examination, additional support will be available from teaching staff).

Collect the attendance register and instruct invigilators to evacuate students from the examination room in an orderly fashion through the nearest fire exit/s leaving all scripts where they are. The lead invigilator must return young people to the hospital ward and commence the hospital's *horizontal evacuation procedure*, only vertical evacuation would be required in extreme circumstances. In the event of vertical evacuation, the assembly point is directly outside the Ancora House entrance, on the car park.

Advise candidates to leave all question papers and scripts in the examination room.

Candidates should leave the room in silence, and on returning to the ward should remain in the examination row order, at least 1.5 metres apart.

Make sure that the candidates are supervised as closely as possible by the invigilators while they are out of the examination room to make sure there is no discussion about the examination. The candidates must be kept separate from each other at all times monitored by staff from the school.

Make a note of the time of the interruption and how long it lasted. Allow the candidates the full working time set for the examination.

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.

On returning to the room, call the register again to ensure that all candidates return to the correct seat. Formally restart the exam, calculate the "stoppage" time and adjust the finishing time.

Make a full report of the incident and of the action taken, and send to the relevant awarding body via the examinations officer.

Dealing with a Bomb Threat

In the event that a bomb threat is made, the priority is the safety of all staff and students in the school and 'Horizontal Evacuation' may not be the most appropriate course of action. If a threat is made via telephone, try and keep the caller on the phone whilst alerting another member of staff to phone the emergency services and notify Sian Thomas, Headteacher who will liaise with the ward managers to establish the best course of action. During the call make a note of the time, the content and any other pertinent information (telephone number etc.) about the conversation, remaining calm at all times.

If the threat is deemed credible and the 'device' is inside the building then it will be appropriate to evacuate, in this instance follow the procedures set out on page 1, however **instead of following 'Horizontal evacuation' escort the candidates out of the building**. Advice must be taken from the awarding body as to what appropriate steps are taken next. Once the incident has been dealt with, and on advice from the exam board, ensure that candidates have the full time to complete their examination – as we are a small centre with small numbers, an alternative site where applicable can be sought for this.

If candidates are unable to continue the exam, the awarding body must be contacted as soon as possible as they will be able to advise on appropriate action.

If a bomb threat is made via email or social media, do not respond, keep a screenshot as evidence and contact the emergency services, following the steps as advised above.

In the event that the 'device' is not within the building and is believed to be in the surrounding area of the building, evacuation may not be the best course of action, if advised by SLT staff and pupils must all navigate to a central part of the building away from windows and outside walls. This area would be in the shared corridor near the sanctuary, as it is the most central part of the building. The procedures set out above for leaving the exam room and contacting relevant agencies must also be followed in this instance.

- *Horizontal evacuation is normally used when you move horizontally on the floor to a different area on the same floor, this predominantly used in Hospitals and other Health Care settings in the event of a fire or other emergency.*

Access to site for Emergency services

In the event of a medical emergency during an exam, nurses would be on hand within minutes due to the school being located above the hospital ward.

In the event of a Fire or scenario where police presence is required 'Ancora House School' is clearly signed as you come onto the Countess of Chester Hospital grounds. The first sign at the round-about on the grounds instructs to bear left for Accident and Emergency and Countess of Chester Main site and to bear right for Bowmere Hospital, out of hours and any other services. Once you have taken this right turn we have our own 'Ancora House' sign to clearly guide any services to our establishment.