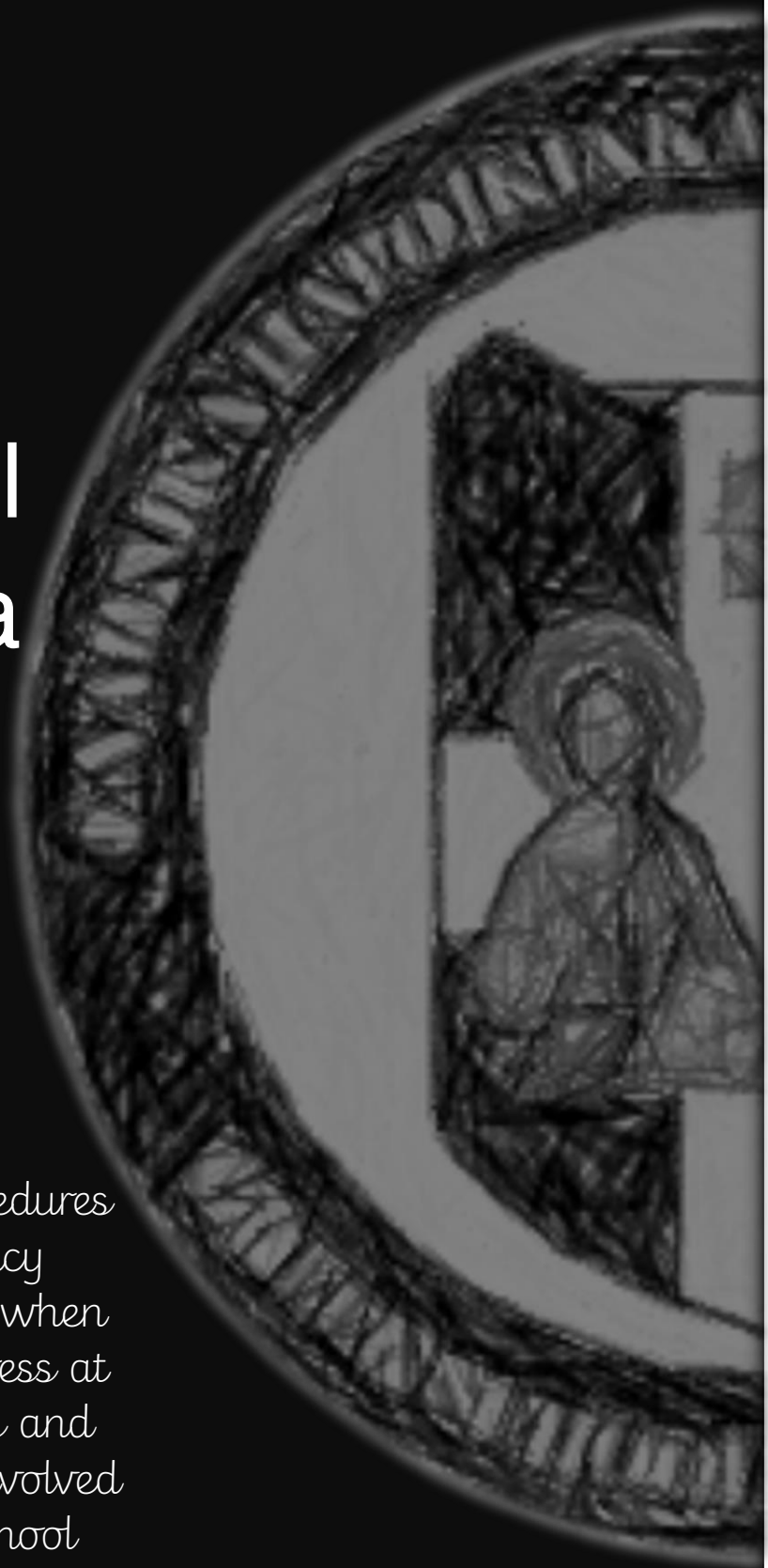


Greek School *of* Ayia Triada Birmingham

Emergency & Evacuation Procedures

This document defines the procedures to follow in case of emergency evacuation, especially at times when there are examinations in progress at school. It also defines the roles and responsibilities of key persons involved in the examinations of our School



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1. The Emergency and Evacuation procedures

The Centre: Greek School of Ayia Triada Birmingham
20226

Head of Centre: Dr. S. Tryfonos

Legal:

To meet the requirements of the Ofqual

To meet the requirements of the Joint Qualifications Council (JCQ)

Monitoring and Review:

This exams specific procedure for evacuation will be subject to continuous monitoring, refinement and audit by the Head of Centre and Management board of the Greek School of Ayia Triada Birmingham.

The Head of Centre and the Management board will undertake a formal annual review of this procedure for the purpose of monitoring the efficacy with which the related duties have been discharged, by no later than one year from the date shown below or earlier if significant changes to the system will take place of if by legislation, regulatory requirements of best practice guidelines so required

Official Reviews of this policy: Management Board beginning of year

Next Review: 01/09/2024

Prepared by: Dr. S. Tryfonos Head of Centre 20/05/2017

Reviewed by: Management Board Greek School of Ayia Triada Bham May
2017, second Review Sept. 2017 (to be reviewed every two years)

2. The Purpose of the Emergency Evacuation Procedures Policy

The purpose of this policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff in the event of emergency evacuation

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 every two years by the Head of Centre and the Management Board

3. When this procedure is triggered and actions

❖ When:

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

- Fire/Fire alarm
- Bomb alert
- Earthquake or other Natural Disaster alert
- Any other emergency which requires an evacuation of an exams room

In the event of a fire alarm at Greek School Ayia Triada Birmingham during exams the instruction is:

Invigilators should await instructions from the H&S Officer or member of the Management Board as to whether the exam room should be evacuated.

If the fire alarm is not activated in the Building, tell the candidates calmly that they can proceed with the examination and that they will only have to evacuate the building if the building itself is threatened.

❖ What to do:

Invigilators at Greek School of Ayia Triada Birmingham have been informed that they must take the following action (in accordance with JCQ Instructions for conducting examinations (ICE) regulation 18: Emergencies) if the fire alarm is activated in the exams room and evacuation is required:

1. Stop the candidates from writing.

2. Collect the attendance register (in order to ensure all candidates are present).
3. Evacuate the examination room in line with the instructions given by the appropriate authority.
4. Advise candidates to leave all question papers and scripts in the examination room.
 - 4a. 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.
5. Inform candidates they must leave the room in silence.
6. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
7. When instructed, supervise the return of candidates to the exam room.
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.

❖ Important Note:

Candidates leaving the Building will be escorted safely to the area outside in the assembly point, where they will remain under supervision until it is safe to return to the exam venues.

If exams are taking place in other venues in the school, e.g. the Library downstairs or the Hall downstairs or in the Meeting Room next to the Church, the exam to continue unless a senior member of staff or the Site Manager of our Building Mrs Fotoula Lytras arrives to instruct the room to be evacuated. Candidates in all cases will be escorted safely to the Assembly point near the parking area, where they will remain under supervision until it is safe to return to the exam venue.

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

1. The exam room must be evacuated by the nearest fire exit

- 2.** Candidates must be escorted to the assembly point in car park A
- 3.** On returning to the exam room allow candidates time to settle down, reminding them they are still under exam conditions
- 4.** Restart the exam and allow candidates the full working time set for the examination
- 5.** Make relevant changes to the displayed finish time
- 6.** All information regarding the evacuation must be recorded on the incident report Log in this folder

❖ Version Control of This Emergency and Evacuation Procedure

| Version Name | Date | Reason for Update |
|---|-------------|--|
| Emergency Evacuation Procedures | 24/05/2017 | Not in place, needed needed to create this following the report of JCQ, 24/05/2017. |
| Revised Emergency Evacuation Procedures | 01/06/2018 | Reviewed and approved by Management Board Members, signed by the Chair of Management Board. Checked by Invigilator following a regular examinations inspection |
| Revised Emergency Evacuation Procedures | 01/09/2019 | Reviewed no changes |
| Revised Emergency Evacuation Procedures | 01/09/2021 | Reviewed no changes |
| Next Review | 01/09/2023 | |
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