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Emergency Evacuation Policy 2025-2026

Blue Coat CE Secondary School

Policy Date: September 2025

Review Date: September 2026

Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			June 2024	Kelly Jobson	Updated to reflect our alternative site venue change Page 4
V3			September 2024	Kelly Jobson	No changes made – still highlighting the V2 changes in yellow as they were mid-year
V4			September 2025	Kelly Jobson	Summary of changes at the end of the document and refined wording throughout to make it easier to read.

This policy is reviewed and updated annually to ensure that emergency evacuation from examination rooms at Blue Coat School is managed in accordance with current requirements and regulations.

References in this policy to ICE refer to the **JCQ publication Instructions for conducting examinations**.

Blue Coat School

Alternative Site: Sidney Stringer School, Coventry

1. Purpose

This policy confirms the arrangements at Blue Coat School for dealing with an emergency evacuation of an examination room. It defines staff roles and responsibilities and confirms the emergency evacuation procedure.

This policy ensures compliance with JCQ Instructions for Conducting Examinations (ICE) section 25.2, which requires centres to have a written policy for dealing with the emergency evacuation of the examination room. This policy is subject to inspection by the JCQ Centre Inspection Service.

2. Scope

This policy applies to all public examinations conducted at Blue Coat School and at our designated alternative site, Sidney Stringer School, Coventry.

3. Roles and Responsibilities

Head of Centre:

- Ensure the emergency evacuation policy is fit for purpose and complies with health and safety regulations.
- Follow instructions from relevant local or national agencies (ICE 25.1).
- Report any breach of question paper security or malpractice to the awarding body immediately (ICE 25.5).

Senior Leader:

- Ensure all staff and appointed fire marshals are aware of the centre-wide emergency evacuation procedures.

Special Educational Needs Coordinator (SENCo):

- Ensure appropriate arrangements are in place for the emergency evacuation of disabled candidates.
- Inform candidates in advance of what will happen in the event of an emergency evacuation.

Exams Officer / Manager (Mrs K Jobson):

- Train invigilators in emergency evacuation procedures and incident recording.
- Brief candidates before exams on emergency procedures.
- Provide invigilators with emergency evacuation procedure, standard announcement including fire alarm instructions, and exam room incident log.
- Liaise with staff regarding any special arrangements for disabled candidates.
- Ensure follow-up reporting to awarding bodies (ICE 25.6).
- Submit special consideration applications where needed (ICE 25.7).

Invigilators:

- Attend training and understand emergency procedures.
- Follow the evacuation procedure provided for each exam room.
- Confirm any special arrangements for disabled candidates.
- Record details in the incident log.
- Support the Exams Team during a fire alarm by checking invigilator presence and updating the Office Manager.
- Proceed to the evacuation site if on-site but not in an exam room.

4. Emergency Evacuation Procedure

In accordance with JCQ ICE 25, the following actions are taken:

- Candidates are instructed to stop writing.
- The attendance register is collected.
- The room is evacuated following instructions from the appropriate authority.
- Candidates leave all question papers and scripts behind and close their answer booklets.
- Candidates exit in silence.
- Candidates are supervised to prevent discussion.
- The time of the interruption and its duration are recorded.
- Candidates are allowed the remaining exam time once resumed.
- A full report is retained and submitted to the awarding body if required.

5. Centre-Specific Evacuation Routes

- **Sports Hall:** Exit via rear fire escapes to the Astro Turf in silence.
- **Main Hall:** Exit via side fire escape doors to the Astro Turf in silence.
- **Access Arrangement Rooms (Theatre):** Exit via relevant doors to the Astro Turf in silence.
- All evacuations are supervised by the Exams Team, SLT, and invigilators.

6. Post-Evacuation Procedures

On return:

- Candidates are reminded they are still under exam conditions.
- Invigilators announce the restart and remaining time.
- Restart and new finish times are recorded and displayed.
- Incident details are logged and shared with the Exams Officer.

If exams cannot resume:

- The Exam Contingency Plan is invoked.
- Staff and candidates are briefed accordingly.

7. Alternative Site Procedure – Sidney Stringer School

If Blue Coat School is inaccessible and only a few candidates are affected:

- Invigilators collect question papers and scripts.
- Candidates are escorted to Sidney Stringer School under supervision.
- Exams resume with remaining time allocated.
- A full report is submitted to the awarding body.

8. Recording Details

As soon as safe and practical, the following must be recorded:

- Time the interruption started
- Actions taken
- Time the exam resumed
- New finishing time

Additional details may include:

- Candidate behaviour during evacuation
- Judgement on impact to candidates

7. Summary of Changes – 2025 Update

- Compliance and Inspection
- Fully aligned with JCQ ICE 25.2 regulations.
- Prepared for inspection by the JCQ Centre Inspection Service.
- Expanded Roles and Responsibilities
- Head of Centre: Ensures policy compliance and reports malpractice.
- Senior Leader: Oversees centre-wide evacuation procedures and staff awareness.
- SENCo: Ensures tailored evacuation plans for disabled candidates and communicates procedures in advance.
- Exams Officer: Provides invigilators with evacuation procedures, announcements, and incident logs. Briefs candidates before exams. Submits reports and special consideration applications (ICE 25.6 & 25.7).
- Invigilators: Trained to follow procedures and record incidents. Support the Exams Team during evacuations. Ensure candidates remain under exam conditions.
- Centre-Specific Evacuation Routes
- Clear instructions for evacuation from Sports Hall, Main Hall, and Access Arrangement Rooms (Theatre).
- All routes lead to the Astro Turf, supervised by SLT and Exams Team.
- Post-Evacuation Protocol
- Candidates reminded of exam conditions upon return.
- Restart and finish times clearly announced and displayed.

- Incident details logged and shared with Exams Officer.
- Alternative Site Procedure
- Sidney Stringer School, Coventry designated as the alternative site.
- Secure transfer of candidates and exam materials if Blue Coat School is inaccessible.
- Recording Requirements
- Mandatory logging of start and end times of interruption, actions taken, candidate behaviour and impact assessment.

Reviewed by: Kelly Jobson September 2025

Next Review Date: September 2026

Approved by Directors: 1 December 2025

Signed:



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CEO



Nicky Aston
Chair of Standards