



LONDON PROFESSIONAL ACADEMY (LPA)

EMERGENCY EVACUATION POLICY

Title: Emergency Evacuation Policy (LPA)

Approved date: Sep, 2022

Approved by: London Professional Academy

Reviewed: Sep, 2023

Reviewed: Sep, 2024

Reviewed: Sep, 2025

Next Review: Sep, 2026

AIM/PURPOSE

The purpose of this emergency evacuation policy is:

- to ensure the emergency evacuation procedure is conducted efficiently and in the best interest of students
- to ensure the operation of an emergency evacuation is clear for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

RESPONSIBILITIES

Site Team:

- will check the examinations timetable before sounding the alarm for a practice evacuation to avoid unnecessary interruptions to exams or assessments.

Head of Centre/Qualifications Officer/Senior Management Team(SMT):

- will send site examinations timetables to site staff at least once per term
- manages the training and management of invigilators
- ensures that invigilators are aware of the procedure to follow in the case of an emergency evacuation
- informs awarding body of any emergency evacuation that has taken place.

Invigilators:

- awareness of the emergency evacuation procedures
- ensure that students are told what the procedure is in advance of the exam.

Students:

- understanding the emergency evacuation procedure
- ensure that the invigilator is aware of any assistance the candidate may need during the evacuation
- reading all relevant notices sent to them in advance of the exam.

PROCEDURE

If the fire alarm sounds, the invigilator must take the following action:

- stop the students from writing;
- collect the attendance register (in order to ensure all students are present) and evacuate the examination room in line with London Professional Academy(LPA) procedures;
- advise students to leave all question papers and scripts in the examination room

- Students must be advised to close their answer booklet;
- ensure the students leave the room in silence; and be reminded that they remain under examination conditions until advised otherwise;
- the invigilator should take the students to the relevant assembly point
- ensure students are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination
- Examinations' staff and other admin staff will be available to assist invigilation of larger groups of students to retain the integrity of the exam;
- make a note of the time of the interruption and how long it lasted;
- when it is safe to return, the exam can re-commence
- Allow the students the remainder of the working time set for the examination once it resumes;
- if there are only a few students, consider the possibility of taking the students (with question papers and scripts) to another place to finish the examination;
- make a full report of the incident and of the action taken and send to the relevant awarding body
- The final decision as to whether the exam should recommence is left to the Head of Centre or SMT
- The fire alarm will always be considered to be a real emergency
- The invigilator must be aware of any students who require additional assistance to safely evacuate the building
- The awarding body will be notified of the incident
- A full report of the incident must be produced and retained on file if required by the awarding body
- Any breach of question paper security or malpractice must be reported to the awarding body immediately
- An online application for special consideration must be submitted to the relevant awarding body where students have been disadvantaged.

Equality Act 2010

The Act simplifies, strengthens and harmonises the current legislation to provide Britain with a new discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.

Special needs

LPA will meet the requirements of the Equalities Act 2010 by ensuring that the exams room is accessible to enable an improved student experience.

Arrangements will be made to ensure that, where necessary, students will be assisted to leave the room in the event of an emergency evacuation.