



ALDENHAM
— SCHOOL —

Fire Evacuation Policy

**Revised November 2025
by KM
and DJP**

Emergency Evacuation Notice

If you discover a fire, break the glass in the nearest alarm point to set off the alarm. If you hear the fire alarm sound in the building you are in, you must evacuate immediately by the nearest exit and make your way to the assembly point shown on the Evacuation Instructions for your building.

If you are the last person to leave a room, please close the door but do not lock it. If windows can be quickly and easily closed, you should do so but do not delay your evacuation unnecessarily. Similarly, if you are able to put away confidential and personal items quickly and collect a coat you may choose to do so, but you should not delay your evacuation unnecessarily.

If you have a disabled pupil in your class, you should move them downstairs, using one of the special evacuation mats.

Should an emergency arise during a public examination, the additional instructions in Appendix A should be followed

The School Office or the Bursar will summon the Emergency Services if the alarm sounds.

Assembly, counting/registration, checking in

- If you are responsible for a group of pupils, take a count of the pupils, then direct them to leave your location with you. They should move quietly and quickly via a safe route to Top Field. There must be no running or shouting. Exam candidates should be supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination (ICE 25)
- Assemble the pupils alphabetically in straight lines facing the Wells Centre once assembled and until dismissal, silence should be maintained. Staff should actively monitor pupils to maintain the lines and silence.
- House registers and megaphone will be delivered to Top Field by reception staff.
- Dr Paterson will coordinate assembly, checking and dismissal of students and staff, in consultation with SLT and Bursar.
- In lesson time, pupils assemble as per Diagram 1 below – Year 7-11 in teaching groups, Year 12-13 in House groups.
 - Year 7-11 teachers – recount your pupils, keep them silent and lined up – remain with the group ready to report any missing pupils to SLT
 - Year 12-13 teachers – support HSMs in lining up and registering the pupils
 - HSMs (not teaching at the time of fire alarm) – register your Year 12-13 pupils – remain with your groups ready to report any missing pupils to SLT.
 - HSMSs (teaching Year 7-11 at the time of fire alarm) – recount your pupils, report any missing pupils directly to SLT and move to your Year 12-13 pupils group – SLT will direct another colleague to supervise your teaching group.
 - SLT check-in:
 - Year 7, 8, 9 teachers – Mrs Miller
 - Year 10, 11 teachers – Mrs Lobo
 - Year 12, 13 teachers and HSMs – Mr Harding
 - Teaching staff without a class – Dr Reid
 - All SLT to report up to Mrs Hems any missing pupils/teachers
- In non-lesson time, pupils assemble as per Diagram 2 below – in Houses.

- Tutors – register your pupils, keep them silent and lined up – report any missing pupils to the HSM
- HSMs – support tutors in keeping pupils silent and lined up – identify any missing pupils from tutors – remain with the pupils/tutors ready to report missing pupils/tutors to SLT.
- SLT check in
 - Teaching staff not with a House – Dr Reid
 - All HSMs and SLT – report up to Mrs Hems any missing pupils/teachers.
- During Enrichment time:
 - Enrichment activity leaders to count out the students as they leave their venue. Walk quickly and quietly to the Top field and line up in front of the Wells Centre.
 - Staff to check names via their SOCS register and report any missing students to Senior member of SLT.
 - Head of Enrichment to check enrichment leads have cross referenced their SOCS registers. ○ No-one is to re-enter the building until agreed by FSO.
- In Mrs Hem's absence, one of the deputies will take charge.
- All other staff and visitors are to make their way to Top Field and gather as per the diagrams below.
- Support Staff register with the Compliance Officer.
- Catering Staff to register with the Duty Manager from Holroyd Howe.
- Peripatetic music staff report to Mr Hallas.
- Peripatetic learning support teachers report to Mrs Cronan.
- Visitors to the Senior School will register with Mrs Hurst or Mrs Hartland.
- All external contracting staff are the responsibility of the Head of Estates. Such staff should make their way to Top Field. Once there, they should register with their senior person present. The senior person from each firm of contractors should report to the Head of Estates or his/her deputy that all staff are present or, if not, who is missing and where they were last working.
- A member of SLT will direct the dismissal of staff and students.

Pupils or staff unaccounted for

- Pupils unaccounted for will be reported up to Mrs Hems via the procedure above.
- Fire Wardens, including the Holroyd Howe Duty Manager and Head of Estates, should report details of staff not accounted for to the Bursar and Mrs Hems.
- Remain at the assembly point with your pupils until the all-clear is given.

Support Staff Duties

- The Head Porter is to wait at the main gate for emergency vehicles and preventing any other cars from entering. Other unoccupied porters are to direct people towards Top Field.
- Maintenance staff will go to any Houses where telephone contact has not been possible. They will then remain on standby to go and help as requested by the Bursar.
- A member of the maintenance team will stand in the Lower Yard and Main Yard to assist in the safe passage of personnel to the Top Field to help out as requested by the Bursar.

Health Centre

- If assistance is needed with evacuating a patient from the Health Centre, the Nurse should inform the Bursar who will attend and assist the Health Centre staff as necessary.

- Having arrived at Top Field, personnel should report to the Compliance Officer. If the Nurse deems appropriate, a message may be sent to the HSM or member of staff concerned so that the patient remains under the Nurse's supervision.
- The Nurse should keep her mobile phone with her in case she is needed during the evacuation.

Fire Detection

If you discover the outbreak of fire:

DO	DO NOT
Sound the nearest alarm Report the fire and its location Evacuate the building Proceed to nearest assembly point Report your presence to your Fire Officer Keep roadways clear	Attempt to leave the site by car (or motorcycle), you will block the entry of emergency vehicles. If you do have to leave site ensure your Fire Officer knows.

The fire alarm systems are tested weekly and the timing of such tests are advertised. The alarm will sound for up to 20 seconds and then be silenced. It is not necessary to evacuate during routine testing. You must familiarise yourself with the evacuation instructions for areas you are working in.

Fire safety equipment is provided in all areas to facilitate safe evacuation of buildings. This is regularly maintained but if you become aware of any defect with such equipment you must immediately report this to your line manager.

In particular, fire extinguishers will not work properly if damaged in any way. They are not to be used as doorstops.

If you are cut off by fire:

- Close the door using clothing etc to block any gaps;
- Go to the window and attract attention;
- If the room becomes smoky, stay low – it is easier to breathe;
- If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc;
- If appropriate, exit feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping;
- Make your way to your evacuation assembly point and report to the Fire Warden;
- Do not hinder roadways and routes that may be used by emergency vehicles;
- Do not return to the building until the all clear has been given and until instructed by your Fire Warden; and,
- Never assume the evacuation is a drill.

Fire Precautions

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees.

- Memorise the evacuation procedure, your emergency exit and assembly point in case of fire;
- Familiarise yourself with the position of fire-fighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment;
- Keep fire exits, routes and access to fire-fighting equipment clear of any obstructions; do not wedge fire doors open;
- Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, eg ~~7~~ under desks, behind radiators, etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters;
- There is to be no smoking on the premises; and,
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.

Other Emergencies

The procedure for a whole school evacuation is that everyone assembles at their designated assembly point on Top Field depicted in the below diagram.

Gas Escape – if you smell gas

DO	DO NOT
Turn off gas supply Open all doors and windows Notify line manager without delay (also notify the gas supplier where possible) Evacuate the building	Smoke Use naked flames Turn electrical switches on or off

Electricity – If you suspect that there is an electrical fault with an appliance, immediately switch off and unplug it and notify your line manager. The item must not be used again until it has been inspected by the Maintenance Department and passed as fit for use.

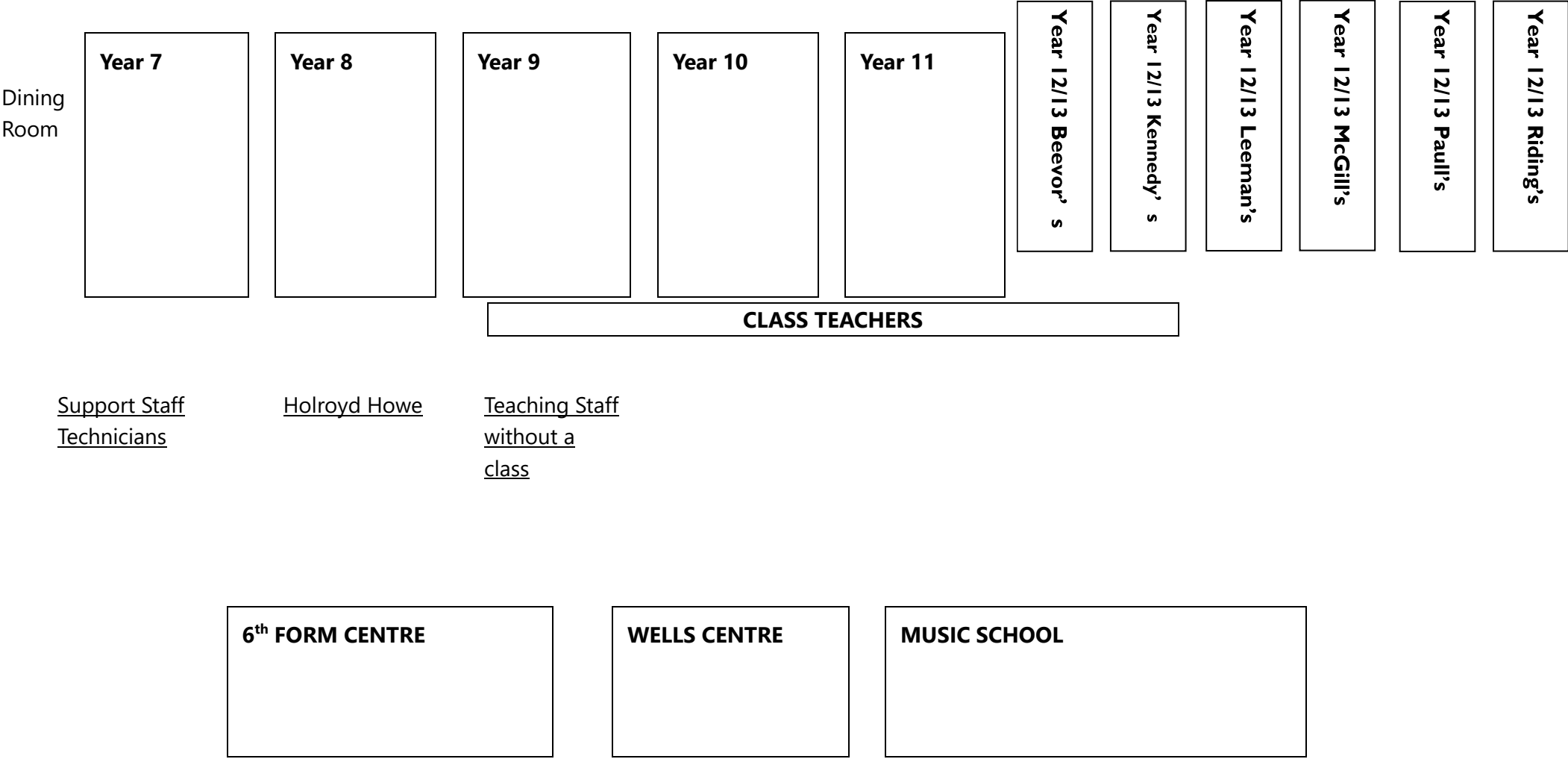
If you suspect that the fault is in the mains electricity circuit, immediately notify your line manager. Do not attempt to touch any of the electrical circuits or fuse boards.

LESSON TIME ASSEMBLY POINTS

Pupils should face the 6th Form Centre

Line up with Year 7 nearest barrier and Year 12/13 nearest McGill's.

Line up in classes with teachers (Year 7-11) / houses with HSMs (Year12-13)



NON-LESSON TIME ASSEMBLY POINTS

Pupils should face the 6th Form Centre

Dining Room	Martineau's	Woodrow's	Leeman's	Riding's	Paull's	Kennedy's	McGill's	Beevor's
	Year 8	Year 8	Year 13	Year 13	Year 13	Year 13	Year 13	Year 13
	Year 7	Year 7	Year 12	Year 12	Year 12	Year 12	Year 12	Year 12
			Year 11	Year 11	Year 11	Year 11	Year 11	Year 11
			Year 10	Year 10	Year 10	Year 10	Year 10	Year 10
			Year 9	Year 9	Year 9	Year 9	Year 9	Year 9

Support Staff

Holroyd Howe

Teaching Staff Technicians

6th FORM CENTRE

WELLS CENTRE

MUSIC SCHOOL

Appendix A

Examinations Emergency Evacuation Procedures

This policy Appendix ensures compliance with JCQ regulations (ICE 25) which state that centres must have a written policy for dealing with emergency evacuation of the examination room which will be subject to inspection by the JCQ Centre Inspection Service.

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

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the room, the Fire Evacuation Procedure may also need to be followed. This might include situations where there is severe disruption in the examination room, serious illness of a candidate or invigilator or similarly serious incidents. Candidates are reminded in the recorded or verbal announcement at the start of every exam as to what to do if the fire alarm sounds.

- As each incident may be different, advice will be sought (if applicable) from the relevant awarding body as soon as it is safe to do so (ICE 25.6)
- Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice (ICE 25.6)

1. Emergency evacuation procedure

Actions taken in the event of an emergency evacuation of the examination room

At Aldenham School, the following actions (in accordance with ICE 25) are taken if an examination room has to be evacuated:

- Candidates are instructed to stop writing
- The attendance register is collected (in order to ensure all candidates are present)
- The examination room is evacuated in line with the instructions given by the appropriate authority
- Candidates are told to leave all question papers and scripts in the examination room. Candidates are instructed to close their answer booklet(s)
- For Cambridge exams, secure the room if possible (Cambridge Handbook 2025 5.2.5)
- Candidates are instructed to leave the room in silence
- Candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination
- The time of the interruption and how long it lasted is noted

- Candidates are to be allowed the remainder of the working time set for the examination once it resumes
- If there are only a few candidates, the possibility of taking the candidates (with question papers and scripts collected by the invigilator) to another place to finish the examination should be considered.
- A full report is made of the incident and of the actions taken (and retained on file if required by an awarding body).
- For Cambridge Exams, send a full report of the incident and what we did straight away by emailing info@cambridgeinternational.org with 'Exam Day Emergency – (centre number)' in the subject line (Cambridge Handbook 2025 5.2.5).

For on-screen assessments:

- Candidates must be closely supervised if an emergency evacuation of the assessment room occurs
- Invigilators should refer to any software specific instructions to safeguard the security of the assessment content and candidates' responses (For example, pausing the assessment for all candidates and locking the evacuated assessment room without closing down the software)
- Invigilators should understand the procedures for re-starting an on-screen assessment after an emergency evacuation of the assessment room, controlling the re-starting of the assessment, re-setting the timing and ensuring, where appropriate, candidates can access their previous responses

Additional actions taken:

- When/if allowed to return to the examination room, invigilators give candidates time to settle down, reminding them they are still under formal examination conditions and that they must not open their answer booklets until instructed to do so
- For Cambridge exams, after the candidates have returned to the exam room and before the exam restarts, mark on the candidates' work where the interruption happened, if possible (Cambridge Handbook 5.2.5)
- Invigilators announce clearly to candidates when they may begin and the new finishing time(s) (the examination will formally restart at this point)
- Invigilators record the time the examination(s) restarted and amend the displayed finishing time(s) for all candidates to see
- Invigilators are trained to record as much detail on the exam room incident log when able to do so (ensuring candidates are continually supervised and giving complete attention to this duty at all times) and to ensure the Examinations Officer is fully briefed at the end of the examination(s) to enable a full report to be submitted to

the awarding body/bodies

- Where not allowed to return to the examination room, or the decision is made by the appropriate authority that the examination(s) cannot be resumed, the centre's examination contingency plan will be invoked and invigilators/candidates briefed accordingly at the time

2. Exams Staff Roles and Responsibilities

The role of the head of centre

- Ensure that the emergency evacuation policy for examinations is fit for purpose and complies with relevant health and safety regulations
- Ensure that any instructions from relevant local or national agencies are referenced and followed where applicable (ICE 25.1)
- Ensures any breach of question paper security or malpractice is reported to the awarding body **immediately** (ICE 25.5)

The role of the senior leader

- Where responsible for the centre-wide emergency evacuation procedure, ensure that all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an examination room is required

The role of the special educational needs coordinator (SENCo) or equivalent role

- Ensure that appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an examination room where different procedures or assistance may need to be provided for the candidate
- Ensure that the candidate is informed prior to taking their examinations of what will happen in the event of an emergency evacuation

The role of the Exams Office/Officer

- Ensure that invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensure that candidates are briefed prior to examinations taking place, on what will happen in the event of an emergency in the examination room
- Provide invigilators with a copy of the emergency evacuation procedure in every exam room
- Provide a standard invigilator announcement for each exam room which includes appropriate instructions for candidates about emergency procedures and what will

happen if the fire alarm sounds

- Provide an exam room incident log in every examination room
- Liaise with relevant staff prior to each examination session where different procedures or assistance may need to be provided for a disabled candidate
- Brief invigilators prior to each examination session where different procedures or assistance may need to be provided for a disabled candidate
- Ensure that appropriate follow-up is undertaken after an emergency evacuation, reporting the incident to the awarding body and the actions taken
- Ensure a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4)
- Ensure an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 25.7)

The role of invigilators

- By attending training and/or update sessions, ensure they understand what to do in the event of an emergency in the examination room
- Follow the actions required in the emergency evacuation procedure issued to them for every examination room
- Confirm with the exams officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating
- Record details on the exam room incident log to support follow-up reporting to the awarding body by the exams officer (see below)

Recording details

As soon as practically possible and safe to do so, the following details will be recorded (see

Roles and Responsibilities for the members of staff who will record these details):

- The actual time of the start of the interruption
- The actions taken
- The actual time the exam(s) resumed
- The actual finishing time(s) of the resumed exam(s)

Further details which may also be recorded include:

- A report on candidate behaviour throughout the interruption/evacuation
- A judgement on the impact on candidates after the interruption/evacuation