Bowbrook School

# BOWBROOK HOUSE SCHOOL

# LOCKDOWN POLICY (EXAMS)

## 2026/27

**THIS POLICY IS REVIEWED AND UPDATED ANNUALLY TO ENSURE COMPLIANCE WITH CURRENT REQUIREMENTS AND REGULATIONS**

## KEY STAFF INVOLVED IN THE POLICY

| Role | Name(s) |
|---|---|
| Head of Centre | **C Allen** |
| Exams Officer | **J Ironside** |
| Senior Leader(s) | **R Mills, A Farr** |
| SENDCo | **L Kimberlee** |

This policy should be read in conjunction with:

- JCQ Instructions for Conducting Examinations (current academic year)
- JCQ General Regulations for Approved Centres (current academic year)
- JCQ Suspected Malpractice Policies and Procedures
- JCQ A Guide to the Special Consideration Process
- Department for Education Protective Security and Preparedness for Education Settings
- Keeping Children Safe in Education (current edition)
- Bowbrook House School Lockdown & Evacuation Procedure
- Bowbrook House School Safeguarding and Child Protection Policy

## RELEVANT DOCUMENTS

- Protective security and preparedness for education settings Gov.uk - April 2024
- Martyn's Law – April 2025

## INTRODUCTION

This Exams Lockdown Policy combines Bowbrook House School's general lockdown and evacuation procedures with JCQ-compliant protocols for managing lockdowns during examinations. It is designed to safeguard students, staff, and visitors in the event of an emergency and ensure the integrity of the examination process. This policy details the measures taken at Bowbrook House School in the event of a centre lockdown during the conducting of examinations.

Staff engaged directly with the conducting of examinations (e.g., Exams Officer, Invigilators, facilitators of access arrangements etc.) are instructed to refer to the full policy.

## CANDIDATES WITH SEND AND ACCESS ARRANGEMENTS

When implementing lockdown, invacuation or evacuation procedures, consideration will be given to candidates with SEND, medical needs or approved access arrangements. Where appropriate, familiar adults, visual supports, communication aids and adjusted instructions will be used to support candidates whilst maintaining the security and integrity of the examination.

Depending on the nature of the incident, a decision may be made to evacuate, invacuate or use a protected space.

## CANDIDATES WITH MEDICAL NEEDS

Where a lockdown is prolonged, candidates requiring access to medication, medical equipment or healthcare support will be risk-assessed. Emergency medical needs will be communicated to the Incident Control Team and emergency services where necessary. Staff must not place themselves or others at increased risk when attempting to retrieve medication stored elsewhere on site.

## GENERAL LOCKDOWN AND EVACUATION PROCEDURES

A lockdown procedure may need to be implemented for a wide variety of reasons and although its use is unlikely, it is necessary to plan for and practise its implementation to maximise the ability to safeguard children, staff and visitors in the event of an emergency. The type of emergency which may require lockdown could include (but is not exclusive to) a hostile intruder, criminal activity or instruction from the Police or other relevant authority.

In the event of a lockdown incident the following should be enacted in this order:

**Signal**

**Police**

**Act**

**Communicate**

**Everyone Accounted for**

**Remain vigilant**

### SIGNAL

If any member of staff witnesses the need for immediate lockdown, they may raise the alarm from the kitchen panel or instruct someone to do so.

*See further clarification of all clear signal and actions below

Immediately after:

Dial *90 on the phone in the back kitchen to start the automated lockdown message which will play out over all phones across the school.

## POLICE

Dial 999 or 112 at the earliest opportunity. This can be done on a mobile or a school phone. There is no need to dial for an outside line. You will be asked what service you require – this will be Police. Once through to the Police, name the school first: "Bowbrook House School, Peopleton – Emergency"

## ACT

- *Staff to direct students (and visitors) to the nearest safe space. In most cases, this will be to remain in a classroom/teaching space.
- Alert anyone you can of the signal if they have not become aware
- **Lock the doors where possible to your classroom and to a shared space (if that applies)
- Close blinds, shut/lock windows, reduce sound
- Hide, sit on the floor under desks, and away from windows.
- Be aware that the lockdown may last for some time.
- *Every situation will vary in circumstance. Move to the nearest safe place, wherever that appears to be. For example, on the field, this may be the pavilion, the Bolton Block, or indeed away from the school – be vigilant to circumstance and assess what you can see.
- There are inevitably some more vulnerable places on site – if it is safe to do so, it would be preferable to leave the music pods and go into the Schofield block, for example. Be vigilant and assess the situation.
- If in the toilet: if the toilet is in the Schofield Block, Reception Class or Byland Block, go from there to the nearest classroom. If in the changing rooms or outside, stay where you are behind a locked cubicle.
- **Staff have a duty to familiarise themselves with the location of keys or the locking mechanisms of various doors. Accessible keys have been placed by some doors in red, emergency boxes as required.

## COMMUNICATE

- Use school email and communicate via 'lockdown@bowbrookhouseschool.co.uk' list. It is silent, discreet and very accessible.
- Use your laptop, PC, mobile phone or tablet to access e-mails.
- If e-mail is not accessible, wait until an all-clear signal is given by a member of staff verbally (also see the 'Remain Vigilant' section and be mindful of a false communication).
- Share key information via 'Lockdown@bowbrookhouseschool.co.uk' e-mail.
- To help learners keep calm, staff should role model calmness and make expectations about appropriate behaviour clear to learners depending on their age and disability.
- Communication with parents/carers during an examination-related lockdown will normally be coordinated through the Head of Centre or Incident Control Team. Information must not be released by examination staff unless authorised. Consideration will be given to the operational advice of the Police to avoid compromising any emergency response.

## EVERYONE ACCOUNTED FOR

- Make a list of everyone in your room/vicinity including staff, students and visitors and send an e-mail to 'Lockdown@bowbrookhouseschool.co.uk' with your location/room.
- Communicate anyone you know is missing or answer any queries sent through via e-mail using the 'all staff' list.
- Depending on the circumstance, two-way radios may be issued. Mobile phones and classroom phones can be used to receive calls. This decision will be made by the 'Incident Control Team'

## REMAIN VIGILANT

Every scenario will be different – make choices to keep yourself and your students safe

Intruders 'could' set off fire alarms – if the lockdown signal has been sounded and a subsequent fire alarm sounds, await verbal and/or e-mail communication from known staff for confirmation of instruction and action. (JCQ General Regulations)

Keep students reassured, calm and as safe as you can.

Be aware of exit routes and plan alternative safe places

Although there is a clear sign for 'all clear' – if you have any doubts, act to keep yourself and your students safe. A known member of staff will visit areas of the school and give a verbal all clear as well, once safety has been established.

## INCIDENT CONTROL OFFICERS & RESPONSE TEAM

The Incident Control Team may consist of the above staff, however, the individual sounding the alarm should communicate quickly with any available staff to set up a response team in the Headmasters Office or Bursars Office situated opposite each other on the 1st floor of the main house. Establish the following roles:

Specific Roles to appoint and fulfil in the case of a lockdown procedure.

Always take advice from the Police. It may be necessary to contact parents. This can be done by the Incident Control Team via the Parent Portal.

It is important to consider the impact and timing of contact in a live scenario since it will be necessary to avoid panic or bring additional persons to the school site. It may be preferable to contact to inform parents after a lockdown procedure has taken place in a reassuring tone with factual details as to the reasons and that the safety of all pupils was paramount.

If it is deemed necessary to do so as instructed by the Police or by the Incident Control Team.

## EVACUATION

Evacuation because of fire follows our fire procedure. This system can be used to evacuate students to the field quickly in events other than fire if it is deemed necessary (e.g., chemical leak, gas leak or other circumstances).

If the field is not suitable, fire wardens will communicate a different venue as a live update standing at central points as staff accompany students out of the building.

## STAY PUT DIRECTIVE

A 'stay put' directive is different to a lockdown. It may be weather related, damage to a building or as prompted by emergency services. Staff simply need to keep/take their classes/students to a safe, sheltered space and await further instruction. In this case there is no need to 'lockdown' doors, windows – lessons may continue as normal but without moving around the school. 'Stay Put' directive and updates will be communicated on a small site verbally, through phoning classrooms and by e-mail. The message will be 'This is a stay put directive' communicated by mouth, phone and e-mail.

Where examination rooms become unusable following a lockdown incident, the Head of Centre and Exams Officer will consider contingency arrangements, including relocation of candidates to an alternative suitable room or consultation with awarding bodies regarding alternative sittings where permitted.

### Involving Learners in Practice Drills or Exercises

As a general benchmark, it is relatively uncommon for security incident exercises or drills, such as lockdown drills, to involve primary school and Early Years learners. Instead, staff in primary schools and Early Years settings may hold drills for staff at a time when younger learners are not present. It is more common for drills to involve learners of secondary school age and older. This experience works best as part of wider plan to share security awareness and incident response plans in an age-appropriate way. However, since we are an all-through site, we have chosen to practice with all students with information shared at an age-appropriate level with pupils.

## INCIDENT PREPARATION MESSAGES FOR PUPILS AND PARENTS

### Message for learners and parents and carers

The chances of a security incident requiring evacuation or lockdown are low. Though we believe that it is extremely unlikely to happen at Bowbrook, we ensure that plans are in place to embed good practice across the site that keep us all safe, should there be an incident. This involves practice drills so that learners and staff know what to do when an incident happens and embedding a detailed plan so that staff are aware of roles and responsibilities. We do this regularly with 'fire drills' for evacuation. Although staff know of and have practiced additional procedures in case of an 'in'vacuation or 'lockdown', we have not yet practised this with pupils.

It is our intention to practice a lockdown procedure on (insert date here). Prior to this, form teachers will speak to student to inform and reassure them about the process at an age-appropriate level.

It will involve a different sounding signal and students remaining in their teaching space with doors, windows and blinds closed and moving to a sheltered space in the class room. We realise this can seem alarming and the likelihood of its ever being needed is vastly minimal, never the less, practising over time will ensure that it becomes no more concerning than a standard fire alarm practice which our community are fully used to. In our history, we have never needed to use a fire alarm evacuation because of a real fire, but never the less, we are prepared

to keep pupils safe, and they are comfortable with the process and we would like to ensure that is the case for any other incidents which could occur, however remote the possibility.

Please be assured that we will carry out the practice sensitively, but if you have any concerns or questions at all then please do feel free to make contact and ask.

The following procedures apply specifically when a lockdown, invacuation or evacuation impacts the conduct of public examinations and assessments at Bowbrook House School.

## EXAMS-SPECIFIC LOCKDOWN PROCEDURES

This is a protective measure implemented when there is a credible threat to the safety of candidates/students and staff. During a lockdown, individuals are instructed to remain inside the building and seek shelter in a secure location, away from the source of danger.

The purpose of a lockdown is to minimise exposure to potential harm and ensure the safety and wellbeing of everyone on site until the threat has been resolved or emergency services arrive.

## LOCKDOWN PROCEDURES MAY BE ACTIVATED IN SITUATIONS INCLUDING:

- The presence of an unauthorised or suspicious individual on the grounds or within the building
- A violent, aggressive, or abusive parent/carer causing disruption
- A specific threat made against the centre or its occupants

All staff must be familiar with the centre's lockdown protocol and ensure candidates/students are guided calmly and efficiently to designated safe areas. Communication with emergency services and internal coordination will be managed by the head of centre or designated safeguarding lead. (JCQ General Regulations)

### Invacuation

This is a safety measure used when there is a potential external threat in the surrounding area. While lockdowns are activated in response to immediate risks within or directly threatening the premises, invacuations are employed when it is safer for candidates/students, staff, and visitors to remain inside the building due to hazards outside.

Invacuation procedures are designed to ensure that all individuals are brought indoors promptly and remain inside until the external threat has passed or further guidance is provided by emergency services.

An invacuation may be applicable to exam candidates if they have left the exam room in the event of an emergency evacuation (for example, due to a fire alarm).

### Examples of situations requiring invacuation include:

- The presence of loose or potentially dangerous animals on the grounds
- Environmental hazards such as gas leaks, smoke, or chemical pollution in the vicinity
- Nearby incidents (e.g., police activity or civil disturbance) that may pose a risk if individuals exit the building

Staff are expected to follow the invacuation protocol calmly and efficiently, ensuring that all candidates/students are accounted for and safely indoors. The head of centre or designated safeguarding lead will oversee communication and coordination during such events. (JCQ General Regulations)

## IN THE EVENT OF A LOCKDOWN DURING AN EXAMINATION

The focus before, during and after an exam will be:

- training staff engaged/involved in the conducting of examinations
- how to achieve an effective lockdown
- the welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
- how to let people know what's happening
- maintaining the integrity and security of the examinations/assessments process (JCQ General Regulations)

## THE TERRORISM (PROTECTION OF PREMISES) ACT 2025

Although Bowbrook House School is not classified as a high-risk venue under current legislation, we are committed to embedding the principles of Martyn's Law into our safeguarding and emergency preparedness framework. These include:

- Risk awareness: Staff being equipped to identify potential threats and recognise suspicious behaviour or activity that may pose a risk to students, staff and visitors
- Emergency planning: Maintaining clear, comprehensive, and regularly reviewed procedures to respond effectively to a range of emergency scenarios
- Rapid response capability: Training staff to act swiftly and appropriately in the event of an emergency to ensure the safety and protection of students, colleagues, and visitors
- These principles underpin our broader approach to security and safeguarding, and will be reflected in staff training, policy reviews, and incident management protocols.

## ROLES AND RESPONSIBILITIES COMPLIANCE

### Evacuation (Getting people out of the building)

- An evacuation of the exam room will be initiated when it is deemed safer for candidates and staff to leave the room and the building due to an internal threat such as fire, gas leak, structural damage, or other emergencies. This procedure ensures a swift, orderly, and safe exit to designated assembly points.

### Step-by-step procedure:

- Activation of alarm
    - The fire alarm or emergency alert system will be triggered manually or automatically
- Invigilators will immediately begin evacuation procedures without waiting for further instruction unless advised otherwise
- Immediate response
- Candidates will be instructed to stop their examination and prepare to leave the exam room in line with the invigilator's instructions
- Invigilators will lead candidates out of the building via the nearest safe exit, avoiding lifts and blocked routes

### Use of evacuation routes

- Pre-assigned evacuation routes and exits will be followed
- Invigilators will check the exam room (and any candidates who may have temporarily left the exam room) to ensure that no one is left behind

### Assembly at designated point

- Invigilators will take candidates to the designated assembly point(s) outside the building
- Registers will be taken promptly to account for all candidates and invigilators
- Any missing candidates will be reported immediately to the senior leadership team or emergency services

## COMMUNICATION AND CO-ORDINATION (JCQ GENERAL REGULATIONS)

The head of centre or designated safeguarding lead will liaise with emergency services and provide updates (JCQ General Regulations)

- To review the examination lockdown procedures annually and following any incident, drill, or significant change to centre operations
- Invigilators will supervise candidates and maintain calm until further instructions are given
- Re-entry or dismissal
    - No one will be permitted to re-enter the building until it has been declared safe by emergency personnel]

### Invacuation (Moving people to a safe place)

If candidates have been outside of the exam room, for example, for an emergency evacuation, or on a supervised rest break, they will be brought back into the exam room promptly and remain inside until the situation is resolved.

### The procedure will include:

- Initial Alert
- The head of centre or designated safeguarding lead will assess the situation and initiate the invacuation protocol (JCQ General Regulations)

- A clear announcement will be made via the centre's communication system (e.g., tannoy, radios, or internal messaging) (JCQ General Regulations)

### Movement Indoors

- All outdoor activities (for example, an emergency evacuation or supervised rest break) being undertaken by candidates sitting an examination will be halted immediately
- Candidates will be escorted indoors quickly and calmly, using the nearest safe entry point

### Securing the Building

- External doors and windows will be closed and secured
- Access points will be monitored to prevent entry or exit until the all-clear is given

### Internal Safety Measures

- Candidates and staff (invigilators) will remain in the exam room or designated safe area(s)

### Movement within the building will be restricted unless necessary

- Invigilators will take registers to account for all candidates and report any discrepancies to the Exams Officer (unless instructed otherwise)

### Communication (JCQ General Regulations)

- The head of centre or designated safeguarding lead will maintain contact with emergency services and monitor updates (JCQ General Regulations)
- Parents/carers will be informed if appropriate, depending on the nature and duration of the incident
- All-Clear and Debrief
- Once the threat has passed, an all-clear message will be issued
- Candidates will resume their examination
- The incident will be reported to the relevant awarding body/bodies, and a short debrief may be conducted to review the response and identify any improvements

## LOCKDOWN PROCEDURE

### Lockdown Alerts and Authorised All-Clear

Staff conducting examinations will respond immediately upon hearing the Bowbrook lockdown signal of twenty or more intermittent bell rings or receiving the automated lockdown announcement via extension *90. The conclusion of a lockdown will only be recognised following the authorised all-clear signal, extension *91 announcement, or direct instruction from the Head of Centre, SLT, Police or Emergency Services.

### Before an Examination

If a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- A member of the senior leadership team (SLT) will be present around exam room areas
- Candidates will be instructed to enter the exam room immediately
- Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door and to ensure mobile phones are on silent and non-vibrate mode
- Where safe/possible, the SLT member will communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately (JCQ General Regulations)

### Invigilators will:

- lock all windows and close all curtains/blinds
- switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
- take an attendance register/head count if possible

- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- where safe/possible, not leave the examination question papers unattended/out of sight

*The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services (JCQ General Regulations)*

### During an Examination

If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

### Invigilators will:

- tell candidates to stop writing immediately and close their answer booklets
- collect the attendance register
- make a note of time when the examination was suspended
- instruct candidates to remain silent, leave all examination materials on their desks and hide under desks
- where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode)
- lock all windows and close any/all curtains/blinds
- switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
    - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- where safe/possible, not leave the examination question papers and candidates' scripts unattended/out of sight

Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately (JCQ General Regulations)

The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services (JCQ General Regulations)

If appropriate, where safe/possible, and following centre policy, the exams officer (or invigilators in the absence of the exams officer) will initiate the emergency evacuation procedure

Where safe/possible, the exams officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies

### After an Examination

If a lockdown is required after the exam/as candidates are leaving the exam room, the following procedure will be employed:

### Invigilators will:

- stop dismissing candidates from the exam room
- instruct candidates who have left the room to re-enter the exam room
- instruct candidates to remain silent and hide under desks/tables
- where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- lock all windows and close any/all curtains/blinds
- switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the exam room
- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- where safe/possible, not leave the examination question papers and candidates' scripts unattended/out of sight

*Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately (JCQ General Regulations)*

## INCIDENT RECORDING

The Exams Officer will maintain:

- examination room incident logs
- timings of any interruption
- duration of lockdown/invacuation
- communications with awarding organisations
- applications for special consideration
- candidate welfare records where appropriate

Records will be retained in accordance with JCQ requirements and Bowbrook House School record retention procedures.

## ENDING A LOCKDOWN

The lockdown will be ended by either:

- the sound of a defined alarm, or
- the identification/authorisation of Emergency Service officers/SLT/head of centre entering each exam room (JCQ General Regulations)
- A specific word or phrase may be used to confirm that the instruction to end the lockdown is genuine
- Invigilators will undertake a head count/register and confirm attendance with the Exams Officer/SLT

Where applicable and if advised to do so by SLT/head of centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination (JCQ General Regulations)

### Invigilators will then:

- ask candidates to return to their desks, remind them they are under formal exam conditions and allow a settling down period
- allow candidates the full working time remaining to do their examination
- recalculate the revised finish time(s)
- tell the candidates to open their answer booklets and re-start their exam
- amend the revised finish time(s) on display to candidates
- note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding body/bodies and where relevant, any centre-wide lockdown recording form/log)

### The Exams Officer will:

- safely/securely store all collected exam papers and materials pending awarding body advice/guidance
- and where this may be applicable:
- ensure appropriate follow-up is undertaken after the incident, reporting the incident to the awarding body and the actions taken, where this may be applicable
- where this may be applicable, ensure a full report of the incident is produced and retained on file if required by an awarding body
- where this may be applicable, ensure an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged

At the earliest immediate opportunity, the head of centre will ensure that any breach of question paper security or malpractice is reported to the awarding body (JCQ General Regulations) (JCQ General Regulations 2025, Section)

### Where applicable/possible/available, SLT/exams officer will:

- discuss any alternative exam sittings with the awarding body/bodies
- offer, arrange and provide support services to staff and candidates
- At the earliest opportunity, SLT/head of centre will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes) (JCQ General Regulations)
- Where possible, exams staff and candidates will be invited to attend an assembly led by the head of centre to discuss the lockdown and offer ongoing support (JCQ General Regulations)

- If this is not possible, communications will be provided via a centre text/email/newsletter and information uploaded to the centre website] (JCQ General Regulations)

## ROLES AND RESPONSIBILITIES

### Head of centre (JCQ General Regulations)

To ensure that vulnerability and space assessments are conducted to:

- Identify specific risks (for example, intruders, violent or aggressive individuals or incidents happening in the local area)
- Consider different times of the day/during an examination when candidates may be more dispersed across the site or away from the exam room (for example, during a supervised rest break, a toilet break)
- Highlight areas where an attacker might carry out an attack, and where the easiest places to gain access are
- Assess how many candidates can be accommodated in a particular (safe) area (for example, the exam room)
- To ensure that a dedicated lockdown alarm tone is in place and recognised by all staff and candidates
- To ensure that all staff involved in the conducting of examinations are trained in how to raise the alarm for a lockdown, act effectively and made aware of their responsibilities
- To arrange appropriate training for all exams-related staff in evacuation, invacuation and lockdown procedures
- To ensure that candidates are aware of the procedures relating to an evacuation, invacuation and lockdown, particularly those arriving late for an examination who cannot access the exam room due to it being in lockdown
- To ensure that all candidates and staff are aware of a possible exit point in case an intruder manages to gain access, or the exam room becomes unsafe
- To provide written invacuation and lockdown procedures for exam room/invigilator use
- To inform the relevant emergency services immediately in the case of any potential threat to the safety of exams staff and candidates
- Senior leadership team (SLT)
- To have accountability for all exams staff and candidates taking examinations during an invacuation/lockdown
- To run training/drills for examination candidates on invacuation and lockdown procedures
- To inform parents/carers about the centre's Lockdown Policy in relation to the conducting of examinations
- To have a presence around exam room areas prior to the start of each exam session
- To liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during an invacuation/lockdown
- To use the exam room attendance register(s) to compile a list of all candidates not accounted for

### Exams Officer

- To train invigilators in the centre's invacuation and lockdown procedure(s) - this should also include identifying all access and egress points within exam rooms, an awareness of the design of the locking device within each room and if there is more than one invigilator, whose role it would be to secure the exam room
- Where safe/possible, to liaise with SLT/invigilators in all exam rooms during an invacuation/lockdown
- To assist with invacuation/lockdown training for staff and students where applicable to the conducting of examinations
- Will maintain access to attendance registers and seating plans to support the rapid accounting of all candidates during a lockdown, invacuation or evacuation incident. Missing candidates must be reported immediately to the Head of Centre or Incident Control Team

### Invigilators

- To be aware of the centre's invacuation and lockdown procedure(s)
- To quickly and physically secure access/egress points
- To be aware of an effective communication system to inform authorities of the situation (JCQ General Regulations)

- To complete attendance registers as soon as possible so candidates can be identified in the event of an invacuation/lockdown
- Where safe/possible, to communicate with the exams officer during an invacuation/lockdown to confirm the situation in a particular exam room
- Where safe/possible, not leave the examination question papers and candidates' scripts unattended/out of sight