



Ark John Keats Academy

Examination Evacuation Plan

Key Staff

Role	Names
Head of Centre	Katie Marshall
Exams Officer line manager	Irfan Amin
Exams Officer	Naleni Naidoo
SENCo	Debs Harter
Secondary SLT Members	Frances Freeman, Sean Mullarkey, Christina Wenzel, Natasha Socrates, Aaron Collingwoode-Williams, Deega Sufi, Will Luck, Jennifer Bates
BTEC Quality Nominee	Irfan Amin

Purpose of the plan

This plan provides the detail to the exam evacuation procedure, as set out in the examination contingency procedure.

In the event that an evacuation of the centre is necessary.

Reasons for evacuation

An evacuation of the examination centre would be deemed necessary in the event of a fire alarm or bomb threat, in alignment with the evacuation procedures as set out in the rest of the school.

Immediate response to an alarm

In the event of a fire alarm during an examination the members of SLT allocated to that examination would make their way to the main exam space to support a dismissal to the evacuation point. At least two members of the senior or pastoral leadership team will be nominated to take this role during every exam of the series.

The exams officer will make their way to the smaller exam spaces, in particular the inclusion room, to support the dismissal to the evacuation point for those pupils.

Staff will be in contact via teams at all times.

Evacuation

If it is deemed necessary to evacuate, pupils will be evacuated to the **Year 7 courtyard (the small basketball courtyard)**. They will be asked to stand in candidate order with a large space between each candidate, as set out in the exam regulations. This process will be supported by the allocated senior staff (IAM).

The lead invigilator will note the time that the disruption to the examination took place.

The examination register taken at the beginning of the examination will be used to ensure that all pupils are present and accounted for. When this has been confirmed a green card will be displayed to let the site team know. If a pupil is found to be missing a red card will be displayed, whereupon the site team will follow the usual procedure.

Safety of external invigilators will be checked using the existing policy for staff evacuation.

During the evacuation staff will communicate via the lesson support chat.

Return to the examination

When the site has been safe to return to, SLT will support pupils to return to their examination space, whereupon the examination will resume with the full time allowed until completion of the exam.