

Bumblebees Fire Evacuation Plan

Action to take	Who is responsible
<ul style="list-style-type: none"> 🔥 Open fire exit door, ready to evacuate calmly down the steps 	Person nearest to door (Zoe/ Sophie to remind)
<ul style="list-style-type: none"> 🔥 Children evacuated through garden into carpark (STAFF MEMBER TO SHUT THE CAR PARK GATES) 	Staff
<ul style="list-style-type: none"> 🔥 Room Leader to do final checks, collecting evacuation bag, medication box and register 	Zoe / Sophie
<ul style="list-style-type: none"> 🔥 Room Leader to take register and then if available send staff around side of building to front foyer and assist evacuating younger rooms. 	Zoe / Sophie

Date:

Room Leader Signature:

Managers Signature: