

Butterflies Fire Evacuation Plan

Action to take	Who is responsible
<ul style="list-style-type: none"> 🔥 Wedge door open, close the stairgate and wait for children, this person stays at top of stairs until all evacuated. 	<p>Person nearest to door (Charlotte/Nadia to remind)</p>
<ul style="list-style-type: none"> 🔥 Children to evacuate and gather by stairgate. 	<p>All staff</p>
<ul style="list-style-type: none"> 🔥 Staff to form chain down the stairs and pass children down. 	<p>Staff and support staff</p>
<ul style="list-style-type: none"> 🔥 Room Lead to do final check of room, collecting evacuation bag, medication box and register 	<p>Charlotte/ Nadia</p>
<ul style="list-style-type: none"> 🔥 Once all children are evacuated and assembled outside all staff to move children around to fire assembly point in carpark (staff from older rooms to assist) 	<p>All staff</p>

Date:

Room Leader Signature:

Managers Signature: