

Dragonflies Fire Evacuation Plan

Action to take	Who is responsible
<ul style="list-style-type: none"> 🔥 Raise Alarm 	Vicky /Megan. S
<ul style="list-style-type: none"> 🔥 Gather children in a line at back door, one member of staff to open gate. 	Vicky /Megan. S
<ul style="list-style-type: none"> 🔥 Walk children through garden to fire assembly point in car park (STAFF MEMBER TO ENSURE CAR PARK GATES ARE SHUT) 	Vicky /Megan. S
<ul style="list-style-type: none"> 🔥 Room leader to do final checks of room, collecting evacuation bag, medication box and register. 	Vicky /Megan. S
<ul style="list-style-type: none"> 🔥 Room leader to take register and then if available send staff around the side of the building to front foyer and assist evacuation younger rooms. 	Vicky /Megan. S
<ul style="list-style-type: none"> 🔥 	

Date:

Room Leader Signature:

Managers Signature: