

Ladybirds Fire Evacuation Plan

Action to take	Who is responsible
<ul style="list-style-type: none"> 🔥 Alarm sounds one member to go downstairs, outside and guard the closed gates. (MUST NOT LEAVE GATE UNATTENDED) 	<p>Micaela/Libby to direct staff member</p>
<ul style="list-style-type: none"> 🔥 Take children out of room and passed down the staff chain down the stairs to evacuation cot outside front door. 	<p>Staff</p>
<ul style="list-style-type: none"> 🔥 Room Lead to do final check of room, collecting evacuation bag, medication box and register 	<p>Micaela/Libby</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) in trolley or being carried 	<p>Micaela/Libby Staff</p>

Date:

Room Leader Signature:

Managers Signature: