

## Fire Evacuation / Drill Allocation for Staff

\*Please note that the drill assembly point is in the **top left-hand corner** of the carpark when facing the street.

In case of real evacuation please use an **assembly point that is safe** For an **off-site evacuation**, assemble at the **agreed off-site location**

### Aimee and Maya's Groups - Small Hall and Main Hall

<b>Aimee</b>	Take <b>register evacuation bag and HCP medication, walkie talkie</b> from classroom. <b>Check toilets.</b> Lead children to assembly point* and reassure.
<b>Maya</b>	<b>Take register, walkie talkie and HCP medication.</b> Check all have left the building/ <b>Check toilets</b>
<b>Aimee &amp; Maya</b>	Lead children to assembly point* and reassure.
<b>Aimee &amp; Maya</b>	If outdoors, take <b>evac bag from shed</b> and go straight to the assembly point. Ensure that all children <b>playing outside</b> go to assembly point.

### Jolanta and Martina's Groups - Youth Centre and Portakabin

<b>Jolanta</b> <b>(Emma W. to take evacuation bag and walkie talkie from office).</b>	Take <b>register and HCP medication, walkie talkie</b> from classroom. Lead children to assembly point* and reassure.
<b>Martina</b>	Take <b>walkie talkie.</b> Check all have left the building/ <b>Check toilets</b> Lead children to assembly point* and reassure.
<b>Jolanta and Martina</b>	If outdoors, take <b>evac bag from shed</b> and go straight to the assembly point. Ensure that all children <b>playing outside</b> go to assembly point.