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| **Tasks** | **Record and sign off** |
| When was it last recorded that the evacuation bags were checked?  **(Walkie talkie battery checked etc. and signed off)** |  |
| Nominate a chief warden  Nominate assistant wardens  **(This to be shared around with all staff throughout the year)** | Leader -  Assistant 1-  Assistant 2– |
| Wardens to ensure they have the correct equipment and are prepared to communicate from their evacuation point once left the building. |  |
| Inform all staff in activities/offices about the Fire drill/evacuation being held and where fire/hotspot will be. |  |
| A quick talk on communication before starting. Ensure it is known of who will evacuating what area  **(The chief fire warden will call all the shots)** |  |
| Staff to carry evacuation bag and to tag offices with the yellow / black strips that are in the bag and shut doors once the office is checked.  **(All offices will also have a strip of tap on the back of the door. If the office has been in use that staff will tag the door when leaving)** |  |
| Staff to take the taxi folder and staff sign in sheet from the front foyer when exiting the building. Roll call to start once building is clear and wardens are at evacuation points. |  |
| Once it is announced that the building is clear to return to make sure everyone re-enters in a calm manner. |  |
| After drill/evacuation discussion in Manager’s office. Complete the after drill report. |  |

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| Date: |  | | |
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| Staff involved: | | |  | | | |
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| All information read and communicated | | | | | | |
| Signed by Chief Fire Warden once pre discussion complete: | | | | | | |
| Print Name: | |  | | | | (Chief Fire Warden) |
| Signed: | |  | | | | (Chief Fire Warden) |
|  | | | | | | |
| Signed off by: | |  | | | | (CEO / Manager) |
| Filed by: | |  | | |