



It is mandatory & your responsibility to always be readily PREPARED & equipped with a fully charged walkie talkie. (If you do not have one then you should let your area manager know ASAP)

Necessities are as follow: Emergency bag (ALL contents), SOPs (999), PEEPs list, Megaphone & SUs register.

- 1. Fire warden should first help to evacuate the vulnerable from building to assembly point.**
- 2. Kitchen staff should turn off all power in kitchen, shut down lift and laundry room.**
- 3. All trained staff should be wearing HI-VIS. Roll call & warden officer should be easily identified.**
- 4. Roll call officer should be positioned at assembly point waiting to take the names of all Evacuees.**
- 5. Hannah's team will be outside to assist in creating a queue line during the roll call.**
- 6. Fire warden should be sweeping the building to ensure that no stragglers (children, or slow movers) are in corridors or trapped.**
- 7. Once the fire warden is satisfied that no one is left in the building, he/she, should communicate to the roll officer and turn off alarm sounder.**
- 8. Upon re-entering back into the building. Please only use main entrance and have security let one by one through, starting with the vulnerable and parents with babies & children. This should be policed accordingly by Security at entrance door.**
- 9. Roll call officer is to tick off all re-entering to achieve an even number of those who participated in the drill.**

For all staff, visitors & security who were in attendance on the day. Please create a section which should consist of Name, Position and Signature.