

**Fire Evacuation Card for**

**whoever is closest to the Kitchen area**

On receiving instruction (either by hearing the fire alarm or being told verbally) put on the High Viz Waistcoat & pass the sign-in sheet & book to the nearest staff member.

Instruct them to leave the building immediatly with everyone following them over to the fire assembly point.

Remember to give repeated, loud, verbal instruction whilst checking all areas:

**“Please leave by the nearest fire exit – EVERYBODY OUT”**

Check the following areas are clear of Youing People, Staff & Visitors before you exit as the last person:-

* All unlocked side rooms, including cleaners cuboard & if open Art Room Cupboard
* Main Hub Area
* All 3 toilets
* Stairwell & Lobby area