

Task cards for Shelter in Place on a Sunday

Task 1.

2 people.

- o Go up the stairs in the Link to the office.
- o Ensure toilet, kitchen and offices are empty. Direct people to Main Church as required.
- o Engage with the Beacon Lounge children's group, ensure they are moving to the Main Church through the Link.
- o Offer assistance if required.
- o Stay with group in Main Church until all are met by Parents.

Task 2.

2 people.

- o Go down the stairs in the Link.
- o Ensure toilets, kitchen area and Harbour room are empty. Direct people to Main Church as required.
- o Engage with the Riviera lounge creche group, ensure they are moving to the Main Church through the Link.
- o Offer assistance if required.
- o Stay with group in Main Church until all are met by Parents.

Task 3.

2-3 people.

- o Go through the Main Church. Down the internal Main Hall stairs.
- o Check that disabled toilet and Gents are empty. Direct people to Main Church internally as required.

- o Engage with the Chelston room Children's group, ensure they are moving to the Main Church using internal stairs.

- o Offer assistance if required.

- o Check that the Kitchen and Main Hall Ladies are empty. Direct people to Main Church internally as required.

- o Engage with the Chelston room Children's group, ensure they are moving to the Main Church using internal stairs.

- o Stay with group in Main Church until all are met by Parents.

Version 1.01

Author: Mat Miller

Next Review Date: July 2029

Evacuation/Shelter in place task cards MM09072026-v1