

# THAMES VIEW INFANTS FIRE INSTRUCTIONS

<b>WHAT TO DO IF YOU DISCOVER A FIRE?</b>	<b>RAISE THE ALARM</b>  <b>TACKLE THE FIRE</b>  <b>CALL THE FIRE BRIGADE</b> Office staff	How: Break glass at the nearest Fire Point  Only if you have been trained <b>(IF IN DOUBT GET OUT)</b>  * Dial 9-999 * Ask for Fire Brigade * "there's a fire at Thames View Infants School IG11 0LG"
<b>How to get out</b>	<ol style="list-style-type: none"> <li>1. Line up children at door.</li> <li>2. Lead class from the classroom.</li> <li>3. Use the nearest fire exit.</li> <li>4. If the nearest exit is blocked by fire use another exit.</li> <li>5. Assemble at Assembly Point.</li> </ol>	
<b>Fire Wardens</b>	Yr 2 Corridor TA Yr 1 Corridor TA Yr R Corridor TA Staff Corridor Admin	<b>Check your area, make sure everyone is out, and go to the assembly point.</b>
<b>Assembly Point</b>	Fire: KS1 playground	Bomb: Back of KS1 Field
<b>Roll Call</b>	<ol style="list-style-type: none"> <li>1. Attendance Officer (am) Admin (pm) to give register to class teachers</li> <li>2. Teachers take Roll Call of all children in their care and raise hand to indicate when they are all accounted for</li> <li>3. Attendance Officer(am) Admin(pm) to be notified of any child absences, which will be checked against the pupil signing in/out book</li> <li>4. Admin to take account of adult visitors, which will be checked against the electronic signing in system via the SG World App.</li> </ol>	
<b>Liaise with the Fire Brigade</b>	Paul Jordan / Claire Smith / Kelly Ager	