

THAMES VIEW INFANTS FIRE INSTRUCTIONS

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