



## Tutor's Fire Action Handbook

**It is the tutor's responsibility to review the Fire Action procedures with EVERY student (and parents/caregivers) during the first lesson of each term.**

### **IF YOU DISCOVER A FIRE**

- 1) Immediately operate the nearest alarm: in hall at top of staircase beside MFNI toilet
- 2) Attack fire if possible with appropriate appliance provided, but without taking personal risks

### **ON HEARING THE FIRE ALARM**

- 3) Remind student(s) and any parents/caregivers in attendance to remain calm, and assist them:
  - a. Line-up and exit the premises in an orderly fashion
    - i. Children not escorted by parent/caregiver should be lined-up holding the "fire line-up rope" (in middle office drawer)
  - b. ALLOW NO ONE to stop to collect personal belongings
  - c. Ensure all windows and doors are closed
  - d. On way out, check potential occupation of toilet
  - e. ASSEMBLY POINT: Roasted & Toasted Coffee Shop (across the road)
    - i. With attendance record "call roll" ensuring that all students & parents/caregivers are accounted for

#### Tutor Checklist:

- Attendance Record for "Roll Call"
- Personal Mobile Phone (to phone Fire Brigade)
- Fire Line-Up Rope
- Toilet Key (to check toilet)

- 4) IMMEDIATELY PHONE the Fire Brigade\*
  - a. On personal mobile dial 999
  - b. Give operator your mobile number and ask for FIRE
  - c. When the fire brigade replies give your call distinctly:  
FIRE AT: 46 Botanic Ave, Belfast BT7 1JR  
**DO NOT DISCONNECT UNTIL ADDRESS HAS BEEN REPEATED BY FIRE BRIGADE**

**\*It is understood that if 2 or more tutors are teaching, the tutor with a group class will lead the evacuation while the other (with a single pupil) will be responsible for phoning the Fire Brigade**

**CALL THE FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR SUSPICION OF FIRE**

**DO NOT RE-ENTER BUILDING**