

RCC FIRE DRILL PROCEDURES

LOOK, LISTEN, ACT

Teaching Information

All Virginia schools and institutions of higher learning are required to conduct fire drills several times a year to ensure that everyone in the building knows how to get outside quickly and quietly. All RCC fire drills will be scheduled and announced in advance to allow everyone to plan ahead. The element of surprise is not necessary to practice the college fire drill procedures. All college fire drills must be taken seriously, everyone in the buildings **must** participate. Faculty are required to review the Fire drill procedures with their students during the start of the semester. A fire drill map detailing the primary and secondary exits for each office and classroom should be on the wall next to the door.

Faculty, staff, and students should know the sound of the fire alarm and respond immediately. Stop everything. Listen for instructions. **LOOK, LISTEN, ACT!** Go quickly and quietly out of the classroom to the assigned meeting place outside the school for roll call.

Students should respond to the fire alarm no matter where they are in the school. If a student is in the testing center, library, or student lounge when the alarm sounds, the student should follow the exit route for that location with other students and/or personnel outside. Once outside, report to a teacher or Emergency Personnel to let them know you are safe. The teacher or designated emergency personnel will help the student find their teacher and classmates.

If a student is alone in a bathroom, the student should **LOOK, LISTEN**, before existing. Then follow other students outside. Once outside, Report to a teacher or emergency Personnel to let them know you are safe. The teacher will help the student find their teacher and classmates. If it is an active threat, lock the bathroom door, barricade yourself in the bathroom. Go into a stall, lock the door and place both feet on the toilet. If you are able to exit, please do so safely and call 911.

These drills are designed to keep you safe in the event of a fire, or in the event of an active threat on campus.

IF YOU ARE NOT IN A CLASSROOM:

- **LOOK, LISTEN**, and then **ACT!**
- Take all fire alarms seriously.
- Always pay attention to your surroundings and report suspicious people, cars, or situations
- See something Say something to a responsible person.
- Listen carefully for instructions from your school's safety team members, teachers, coach, or any adult in charge.
- If you are not in class, you should proceed to the nearest room where there is a responsible adult and follow their instructions.
- If you are not in a class and you see or smell smoke or see fire, pull the fire alarm, and call 911.
- Immediately exit the building and notify a teacher or responsible adult once you are safely outside.



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CLASSROOM PROCEDURES

1. When the alarm sounds, stop what you are doing.
2. Listen for instructions from your teacher or emergency personnel.
3. Your teacher will **LOOK** out the window of the door to the classroom to make sure it's safe for you to go out into the hallway.
4. Students will quickly form a single line and move towards the door, remain inside the room until told to leave by your teacher.
5. The Teacher will **LOOK** and, **LISTEN** again before opening the classroom door.
6. Then look up and down the hallway before exiting the classroom into the hall.
7. If at any time a dangerous threat has been seen or announced, quickly move back into the classroom, and follow the active threat plan procedures.
8. Leave your bookbags and personal items in the room. They slow you down.
9. Remain alert and be aware of your surroundings at all times.
10. Walk quickly but do not run unless there is an active threat or a fire.
11. If you encounter heavy smoke or fire while exiting, look for another safe way out of the building.
12. Pull the fire alarm to alert others.
13. Call 911 and report your location and the location of the fire.
14. If visibility is low crawl on your knees and form a human chain and stay in physical contact with the person in front of you. Stay close to the wall until you can reach the nearest exit.
15. Once students have exited the building go quickly to your class meeting place outside the school.
16. Be sure to stay with your classmates.
17. Your teacher will take roll call to make sure all students are safe.
18. Your teacher will report "All present," to the emergency personnel or the designated Administrator. If all students are not present or accounted for, the teacher will provide the first and last name of the student to the Administrator.
19. Everyone will stay outside until you are told that it is safe to go back into the building by your teacher or other emergency personnel.

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- **LOOK, LISTEN**, and then **ACT!**, Take all fire alarms seriously.
- If you observe a fire, immediately pull the fire alarm and call 911, providing your location, while evacuating the area. Reference your evacuation map in your office or classroom for routes, and rally point outside of the building.
- Signal: the fire alarm at RCC is a flashing strobe, lights and sound/ loud intermittent tone, and signals immediate evacuation of the building.
- Please remain calm and walk to the nearest exit using the evacuation plan map in your room or area: Stay with your class, turn off the lights, close the door upon the last person exiting the area, and walk at least 100 feet from the building.
- Instructors: Please bring your class roster with you. Wait for the “all clear” signal before returning to the building.
- Call Security at your respective campus, if applicable.

“School Safety is Everyone’s Responsibility.”