



# Rappahannock Community College Fire Safety Training



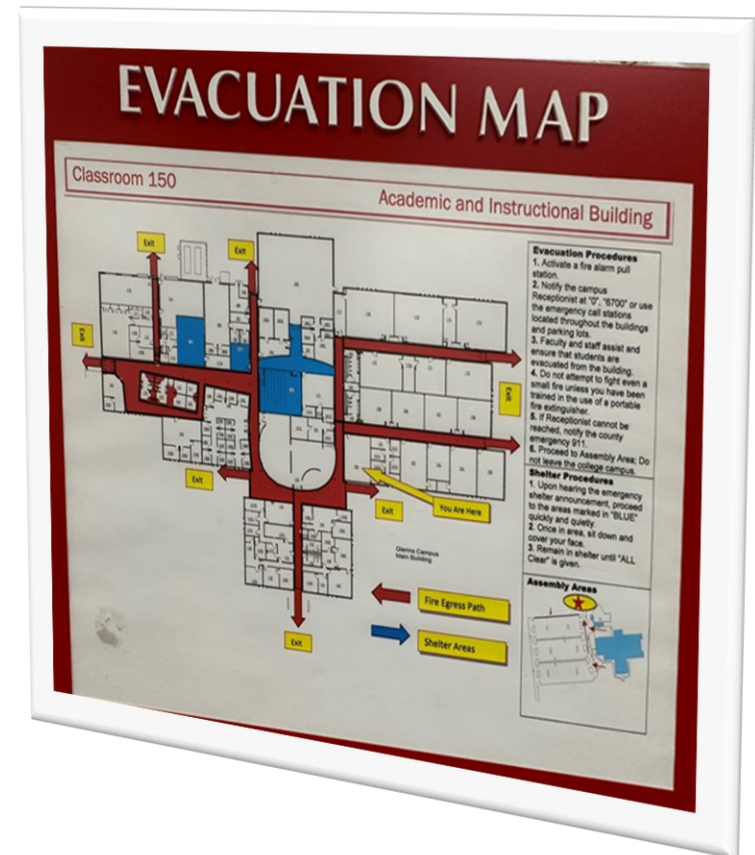
# STATE FIRE AND SAFETY REQUIREMENTS

- State Law requires all post secondary educational institutions to train all instructional staff on Fire Drill Procedures annually.
- All trainings are required to be documented and detailed in an after action report. These documents are reviewed for compliance by the State Auditors and the Fire Marshall.
- Instructional Staff are required to review the Fire Drill procedures, evacuation exits and assembly points with your students at the start of the semester.
- All Fire Drills will be scheduled



# EVACUATION MAP

- RCC Evacuation Maps are located on the wall next to the door, in each classroom and office.
- All exit points in the school are marked in **(RED)**. Please use the closest exit to your classroom.
- All instructional staff are asked to review the Evacuation Maps with your students at the start of the semester.
- If you need assistance reading the maps and identifying your exit points, please notify Richard Lewter for the Glenns Campus or Cheryl Boltz for Warsaw



# FIRE ALARM/ DRILL PROTOCOLS:

- **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.

# WHAT TO DO

When you hear a Fire Alarm, take the following actions:

- **Look**, **Listen** and then take **Action**
- Proceed to the nearest exit to your Classroom or location.
- Evacuate quickly, and safely.
- After exiting, proceed to the designated evacuation assembly points.
- Instructional Staff will need to account for each student in attendance.
- Do not re-enter the building until given the all clear to return inside.





# Key POINTS

Click Mouse Reveal Next Phase

Point 1

Take all Fire Alarms Seriously

Point 2

Look, Listen, then take Action

Point 3

See Something, Say Something

Point 4

Your safety is our top Priority



# UPCOMING FIRE DRILLS

September Fire Drill Schedule:

- ❖ 9/9/2024 Glens Campus at 9:00 a.m.
- ❖ 9/18/2024 Warsaw Campus at 9:00 a.m.
- ❖ Other sites dates will be announced later
- ❖ Additional training information will be provided prior to the drills.

Questions regarding Evacuation Maps and assembly areas should be directed to the following individuals:

- Mark Schmink – Campus Safety and Emergency Management Coordinator

Richard Lewter – Glens Facility Manager

- Glens, New Kent and Kilmarnock

Cheryl Boltz – Warsaw Facility Manager

- Warsaw, Chinn House, Montross





# Questions?

