



Student Fire Drill/Evacuation Procedures

Safety Tips

- ALWAYS EXIT THE BUILDING WHEN AN ALARM SOUNDS, unless specifically told otherwise by a college official.
- Familiarize yourself with the building and its exits
- Know where fire alarm pull stations and extinguishers are located.
- Review safety/evacuation procedures.
- Pair-up with someone in your class so you can watch out for one another during an evacuation.
- If you are unable to use the stairs, speak with someone in each of your classes who may act as a “buddy” for you in the event of an emergency.

What to do in the event of a fire and/or emergency evacuation

- The first person aware of a fire will immediately activate the fire pull alarm if it is nearby (or send someone to do it) and send someone to the front desk to report the location and size of the fire while directing evacuation of the immediate area. As soon as reasonably possible, an Incident Report should be completed. <http://www.rivervalley.edu/crimereportform.html>
- Faculty will ensure that the students in their class evacuate the building or wait in the designated areas for handicapped evacuation. Elevators must not be used. Doors should be closed and left unlocked after exiting, including classrooms and hallways.
- Facilities staff will do a sweep of the building if it is safe to do so in order to ensure everyone is out of the building as they exit themselves and will assist with the evacuation of handicapped individuals in the case of immediate crisis (see Evacuation Plan for Handicapped Students and Staff below).
- Faculty and staff must do their best to ensure that all individuals move away from the building and do not block entrances that may be used by emergency vehicles and personnel. Evacuees must be careful of entering emergency vehicles. Do not leave campus, doing so will block roadways. Evacuees should gather at the following designated Emergency Assembly Areas:
 - **Main Campus - Claremont**
 - Main Entry (by Library) – South Parking Lot on or near the grassy area
 - North Parking area – near the Gazebo or Soccer Field
 - **Keene Academic Center**
 - Grassy area near the basketball court (next to Student Parking Lot)
 - **Lebanon Academic Center**
 - Mall front of the upper Level and Rear parking lot on lower level

- Control and order are of prime importance. Speed is secondary. Individuals should evacuate the building without stopping to gather books or other personal belongings. Talk should be kept to a minimum and cell phones should not be used while exiting the building.
- If an exit is blocked, a faculty or staff member shall instruct the group to proceed to the appropriate alternate route.
- Once the building is evacuated, no re-entrance may occur until authorized by Fire Department Personnel—also known as the Incident Command Post. The Incident Commander will notify each Emergency Assembly Area that it is safe to return to the building.

Evacuation Plan for Handicapped Students, Staff and Visitors

1. Important procedures for anyone unable to use the stairs. Individuals on the first floor should evacuate with everyone.
 - a. To avoid injuries, a handicapped person should be evacuated after all others when possible.
 - b. Elevators must not be used as a means of exit.
 - c. **Claremont Campus – Area of Refuge** is the second-floor hallway outside room 224 and adjacent the sitting area.
 - d. **Keene Academic Center – Areas of refuge** are locations in a building designed to hold occupants during a fire or other emergency, when evacuation may not be safe or possible. Occupants can wait there until rescued by firefighters. There are two designated areas of refuge in this building, they are: 1. The central stairway, and 2. The stairway at the left of the building (as you face Washington Street (stairs are close to the science and downstairs computer lab 009)
 - e. **Lebanon Academic Center – Areas of refuge** are: 1. the Main Lobby on the upper floor, and 2: The rear entrance lobby on the lower floor.
2. Staff/Faculty are requested to assist handicapped persons in their area to exit the building (first floor) or to the nearest accessible stairwell when evacuation is underway and notify the Fire Department Personnel/Incident Commander that there is someone awaiting assistance.
3. Fire Department Personnel will be responsible for checking these areas and assist with evacuation as deemed appropriate by them. If the Fire Department has not arrived and danger is imminent, the faculty or staff person in the area will make and implement the decision with the handicapped individual regarding whether and how to transport out of the building.