

**RHODE ISLAND COLLEGE
SECURITY AND SAFETY DEPARTMENT
Fire Evacuation Plan
Classroom**

BEFORE THE FIRE:

- Know exit locations
- Know fire alarm stations
- Know fire extinguisher locations
- Assign class members to assist handicapped person during building evacuations
- Assign a member to pull the alarm, one member to close windows, and so on.
- Designate an assembly area outside and away from danger to check attendance

FIRE IN THE CLASSROOM:

- Have person assigned pull nearest fire alarm to alert occupants
- Have person assigned evacuate handicapped persons
- Have person assigned close windows if time and safety permits
- Do not attempt to extinguish large fires, extinguishers are for small fires
- When room is clear, close door
- Leave building in orderly manner and exit to assembly area
- **DO NOT USE ELEVATORS**
- Faculty should take attendance and notify Campus Police at 8201

ON HEARING THE FIRE ALARM:

- If classroom doors are closed, feel them for heat - If hot, do not open doors
- If available, place wet rags at base of door to seal out smoke
- Turn off air conditioners and fans to prevent circulation of smoke
- If classroom door is cold, open slowly and exit building
- If corridors are blocked by smoke or fire, stay in classroom until help arrives
- Have assigned students evacuate handicapped persons
- Have assigned students close windows in room if time and safety permit
- Do not attempt to extinguish large fires, only small limited fires
- When room is clear, close door
- Leave building in an orderly manner and exit to assembly area
- **DO NOT USE ELEVATOR**
- Faculty should take attendance and verify all have left building

IF IN AN EXTREME EMERGENCY, YOU MUST GO THROUGH A SMOKE FILLED AREA, STAY LOW AND CRAWL TO AVOID SMOKE AND GET MAXIMUM AIR NEAR THE FLOOR.

FIRE EXTINGUISHERS:



Wood-paper-cloth

green



Gas-oil-fuels

red



Electrical

blue



Molten metals-magnesium

Yellow