

## Fire Drill/Fire Guidelines

The guidelines below outline the Blue Ridge CTC fire drill procedure and describe what to do in the event of an actual fire.

### Fire Drills

1. At a specified time, a Facilities employee will engage the fire drill signal.
2. When the signal sounds, **EVERYONE** will leave the building by the nearest exit.
3. When out of the building, occupants will assemble at:  
Front Parking Lot at the EMERGENCY CALL BOXES LOCATED CLOSEST TO YOUR EXIT. The blue emergency call boxes are located on the far east and west sides of the parking lot.
4. Instructors shall count students from their classes. All individuals are encouraged to make sure that the individual who was next to them when the alarm sounded is safely out of the building.
5. The primary or secondary safety designee for each employee pod shall take headcount/roll call once assembled at the respective call boxes. Any employee that is unaccounted for should be reported to Security immediately.
6. Wait for an all clear from Security before re-entering the building.

There will only be one drill conducted per semester. **Treat every alarm as an actual fire and act accordingly.**

### Actual Fire

1. At the first sign of fire or smoke, pull the fire alarm.
2. Immediately leave the building following steps 2-6, above.
3. Call 304-260-4380, ext. 2250, after you exit reporting where you pulled the alarm and what you saw.
4. If you are unable to reach Maintenance or Security, or if smoke or fire is visible, call 911.
5. Occupants of the building should remain in the specified meeting place until dismissed by either the Fire Chief, Security or Facilities representative.