



Emergency Preparedness Plan

Cortland County Community Action Program, Inc.
CAPCO

32 N. Main Street
Cortland, NY 13045

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager at Main Office site)

Name: **Lindy Glennon, Executive Director:** Phone: (607) 753-6781, Cell (315)-373-5480

EMERGENCY COORDINATOR:

North Main: **Denise Peroulakis** Phone: 607-753-6781, Cell: 607-745-6629

South Main: **Kristi Coye** Phone: 607-753-6781, Cell: 543-0710

AREA/FLOOR MONITORS (If applicable):

Area/Floor: **Merwin Green** Phone: (607) 753-6781

Area/Floor: **Denise Peroulakis** Phone: (607) 753-6781

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
 1. Emergency exits
 2. Primary and secondary evacuation routes
 3. Locations of fire extinguishers
 4. Fire alarm pull stations' location a.
Assembly points

- Site personnel should know at least two evacuation routes.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911

FEDERAL PROTECTIVE SERVICE: 911

SECURITY (If applicable): Denise Peroulakis Cell 607-745-6629

BUILDING MANAGER - Denise Peroulakis Cell 607-745-6629

UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

ELECTRIC: National Grid- 911
1-800-892-2345

WATER Cortland County Water Department - 911
753-3061

GAS: NYSEG – 911-
1-800-572-1121

TELEPHONE COMPANY: Time Warner Cable
315-634-6150, 1-877-636-3278

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- HOSTAGE SITUATION
- THREATS TO STAFF/PARTICIPANTS
- ACCIDENTS
- LOST CHILD

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):

Provide the following information:

- a: Nature of medical emergency,
 - b:. Location of the emergency (address, building, room number),
 - c:. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
 - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: Mimi Thomas, Head Start

Phone: 607-299-4565

Name: Mmselle Sonnacchio, Head Start

Phone: 607-299-4578

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) in the Supply Closet, Main Office or determine location in other sites and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL

The following are the locations of:

Personal Protective Equipment (PPE):

SDS: **Utility closet in main hallway N. Main Facility**

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Spill Cleanup Company: **National Response Center Oil and Toxic Chemical Spill**

Phone Number: **1-800-424-8802**

- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the SDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

PHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____

CALLER'S IDENTITY SEX: _____ Male _____ Female

Caller's Approximate Age: _____ Adult _____ Juvenile

ORIGIN OF CALL: Local _____ Long Distance _____

VOICE	SPEECH	LANGUAGE
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Distinct	<input type="checkbox"/> Fair
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Foul
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred	<input type="checkbox"/> Good
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Poor
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	<input type="checkbox"/> _____
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other	
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory
<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Machines
<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Music
<input type="checkbox"/> Not Local	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Office
<input type="checkbox"/> Region	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machines
	<input type="checkbox"/> Angry	<input type="checkbox"/> Street
	<input type="checkbox"/> Irrational	<input type="checkbox"/> Traffic
	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Trains
	<input type="checkbox"/> Emotional	<input type="checkbox"/> Animals
	<input type="checkbox"/> Laughing	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Voices
		<input type="checkbox"/> Airplanes
		<input type="checkbox"/> Party
		<input type="checkbox"/> Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____

Where is it located? Building _____ Area _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death. Call 911 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas at the request of officials.
- If you are on high ground, secure the building, moving all loose items indoors and boarding up windows and openings.

- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors and consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility: 32 N. Main Street, Cortland, NY 13045

<u>Name</u>	<u>Title</u>	<u>Responsibility</u>	<u>Date</u>
<u>Lindy Glennon</u>	<u>Executive Director</u>		<u>04/01/2015</u>
<u>Denise Peroulakis</u>	<u>Director Energy Services</u>		<u>04/01/2015</u>
<u>Eden Harrington-Hall</u>	<u>Assistant Director</u>		<u>04/01/2015</u>
<u>Greg Richards</u>	<u>Human Resource Director</u>		<u>04/01/2015</u>



Fire Evacuation Procedures

CAPCO Main Office
32 North Main Street, Cortland, NY

1. Report the Emergency

- A. Find and pull the nearest Fire Alarm Pull Station (marked in red)
- B. Alert others in the building of the fire hazard and to evacuate the building
- C. Using the nearest landline or cellular device, dial 911 and report the emergency
 - 1. If you are unsure if the fire emergency has been reported, make the call anyway!

2. Building Evacuation

- A. Everyone in the building must evacuate the building upon hearing the alarm.
 - 1. Leave the building in an orderly manner as quickly as possible
 - 2. Do not take the time to gather your personal belongings; your safety always comes first.
 - 3. Feel the back of doors with your hand for heat before opening any door.
- B. The employees listed below are responsible to check that the area assigned to them has been successfully evacuated.

Department	Position/Employee	Evacuation Responsibility
Admin	Receptionist	Visitor/Staff Log Book & TRX Phones
	Executive Director/Assistant Director/Human Resource Director	Reception area/Board Room
**FRONT WARDEN	Executive Director/Assistant Director	Confirm all rooms are empty/clear in the Front of Building
Head Start	HS Office Assistant/HS Assistant Director	Head Start intakes & participants (office of HS Office Assistant)
Fiscal	Accountant/Assistant Accountant	Family Essentials: volunteers and clients
Family Development	Family Advocates/Family Development Director	Family Development Office/HSE tutoring room/Break Room/Bathrooms
WIC	WIC Clerks	WIC common area/clinic rooms/Peer Counselor Office/WIC Board Room
Energy Services	QCI Auditor/Account Clerk	Energy Services office/SNAP Office
**BACK WARDEN	Energy Services Director/Account Clerk	Confirm all rooms are empty/clear in the Back of Building



1. Assist any client/participant in your department who need direction
2. Look in every room in your area to confirm that it is empty
3. Close doors behind you; NEVER lock any doors
4. Report immediately to the Main Office meeting area:
 - I. Primary meeting area: **corner of North Main and Lincoln Avenue**
 - II. Secondary meeting area: **corner of North Main and Madison Avenue**
5. Lights and computers DO NOT have to be turned off.

C. Evacuation Routes

1. Emergency Exit maps are posted in each office
2. See Emergency Exit Route maps for most direct route for that particular room/office
3. Look for clearly marked Exit signs leading out of the building
4. Familiarize yourself with alternate Exit routes

3. Reporting Fire Evacuation Attendance

A. Department Attendance

1. Each department representative listed below will immediately locate the Receptionist to get the attendance sheet for his/her assigned department.
2. Take attendance and account for every employee in your departments. The Receptionist/Human Resources will take attendance for all Visitors, Volunteers, and Staff Guests visiting the building.
3. Return your department's attendance sheet to the Receptionist ASAP
 - I. *If you cannot account for an individual who you believe was in the building at the time of emergency, notify emergency personnel immediately.*

Department	Report To
Visiting Staff/Volunteers/Guests Log Books	Receptionist/Human Resource Director
Admin	Executive Director/Assistant Director
Head Start	HS Assistant Director/HS Office Assistant
Fiscal	Executive Director/Assistant Director
WIC	WIC Clerks/WIC Director
Family Development	Family Advocate/Family Development Director
Energy Services	QCI Auditor/Account Clerk

4. Returning to the Building

A. No one will return to the building until authorized by the following individuals:

1. Emergency Personnel
2. Human Resource Director/WIC Director
3. Wardens of the building

ALL employees, volunteers, clients/program participants, and vendors must participate in ALL FIRE DRILLS.



Fire Evacuation Procedures

CAPCO South Main Facility
236 South Main Street, Cortland, NY

1. Report the Emergency

- A. Find and pull the nearest Fire Alarm Pull Station (marked in red)
- B. Alert others in the building of the fire hazard and to evacuate the building
- C. Using the nearest landline or cellular device, dial 911 and report the emergency
 - 1. If you are unsure if the fire emergency has been reported, make the call anyway!

2. Building Evacuation

- A. Everyone in the building must evacuate the building upon hearing the alarm.
 - 1. Leave the building in an orderly manner as quickly as possible
 - 2. Do not take the time to gather your personal belongings; your safety always comes first.
 - 3. Feel the back of doors with your hand for heat before opening any door.
- B. The employees listed below are responsible to check that the area assigned to them has been successfully evacuated.

Position/Employee	Evacuation Responsibility
Education/Spec. Needs Coor./Education Assistant	Front Lobby/Johnson 1 & 2 Classrooms/Kitchen/Bathroom/BOCES Classroom
**UPSTAIRS WARDEN → Education/Spec. Needs Coor.	Confirm all rooms are empty/clear on the main upstairs level
Special Needs Assistant/Classroom Supervisors	Supervisors & Assistants Office/Education Assistant & Mental Health Office/Socialization/Board Room/Bathrooms/Utility Room
**DOWNSTAIRS WARDEN → Special Needs Assistant	Confirm all rooms are empty/clear on the downstairs basement level

- 1. Assist any participant/child or visitor in your assigned area who needs direction
- 2. Look in every room in your area to confirm that it is empty
- 3. Close doors behind you; NEVER lock any doors
- 4. Report immediately to the South Main Facility meeting area:

- I. Primary meeting area: **corner of the parking lot and Denti Way (along the tree line)**
- II. Secondary meeting area: **corner of South Main and Denti Way (near the mailbox)**

5. Lights and computers DO NOT have to be turned off.

C. Evacuation Routes

- 1. Emergency Exit maps should be posted in each office
- 2. See Emergency Exit Route maps for most direct route for that particular room/office
- 3. Look for clearly marked Exit signs leading out of the building
- 4. Familiarize yourself with alternate Exit routes

3. Reporting Fire Evacuation Attendance

A. Department Attendance

- 1. Each representative listed below will immediately take attendance and account for every employee in their assigned area.
 - I. *If you cannot account for an individual who you believe was in the building at the time of emergency, notify emergency personnel immediately.*

Department	Report To
Johnson 1 & 2 Classrooms	Report to Edu/Spec Needs Coor. (w/count of children)—Edu. Asst. as backup
BOCES Classroom	BOCES instructor
Kitchen	Edu/Spec. Needs Coor—Edu Asst. as backup
Supervisors/Assistants/Mental Health	Edu/Spec. Needs Coor-Edu Asst. as backup
Socialization/Board Room	Special Needs Asst—Classroom Supervisors as backup

4. Returning to the Building

- A. No one will return to the building until authorized by the following individuals:
 - 1. Emergency Personnel
 - 2. Education/Special Needs Coordinator
 - 3. Wardens of the building

ALL employees, volunteers, clients/program participants, and vendors must participate in ALL FIRE DRILLS.



Fire Evacuation Procedures

CAPCO Cosimo's Head Start/Early Head Start Offices
3 Huntington Street, Cortland, NY

1. Report the Emergency

- A. Once you hear the fire alarm or sense a fire emergency(see fire, smoke, or smell smoke), alert others in the building of the fire hazard and to evacuate the building
- B. Using the nearest landline or cellular device, dial 911 and report the emergency
 - 1. If you are unsure if the fire emergency has been reported, make the call anyway!

2. Building Evacuation

- A. Everyone in the building must evacuate the building upon hearing the alarm.
 - 1. Leave the building in an orderly manner as quickly as possible
 - 2. Do not take the time to gather your personal belongings; your safety always comes first.
 - 3. Feel the back of doors with your hand for heat before opening any door.
- B. The employees listed below are responsible to check that the area assigned to them has been successfully evacuated.

Position/Employee	Evacuation Responsibility
Family Engagement Coordinator/Family Engagement Assistant	Upstairs common area/Health Assistants office/Family Advocates office
**UPSTAIRS WARDEN → Health Services Coordinator	Confirm all rooms are empty/clear on the upstairs level
Nutrition Services Supervisor/Cook	HS/EHS Kitchen Office (including Kitchen Aides)/CAPCO Commercial Kitchen
Health Assistant(s)	Cosimo's 1, 2 & 3 Classrooms
**DOWNSTAIRS WARDEN → Nutrition Services Supervisor	Confirm all rooms are empty/clear on the downstairs main level

- 1. Assist any participant/child or visitor in your assigned area who needs direction
- 2. Look in every room in your area to confirm that it is empty
- 3. Close doors behind you; NEVER lock any doors
- 4. Report immediately to the Cosimo's meeting area:

- I. Primary meeting area: **Huntington Street (in front of Learning Adventure Daycare)**
- II. Secondary meeting area: **corner of South Main and Huntington Street (across the street in front of former Corset Building)**

5. Lights and computers DO NOT have to be turned off.

C. Evacuation Routes

- 1. Emergency Exit maps should be posted in each office
- 2. See Emergency Exit Route maps for most direct route for that particular room/office
- 3. Look for clearly marked Exit signs leading out of the building
- 4. Familiarize yourself with alternate Exit routes

3. Reporting Fire Evacuation Attendance

A. Department Attendance

- 1. Each representative listed below will immediately take attendance and account for every employee in their assigned area.
 - I. *If you cannot account for an individual who you believe was in the building at the time of emergency, notify emergency personnel immediately.*

Department	Report To
Cosimo’s Classrooms 1, 2 & 3	Health Assistants (w/count of children)
Family Advocates	Family Engagement Coordinator—Family Engagement Asst. as backup
Kitchen	Nutrition Services Supervisor—Kitchen Aide as backup
Visiting participants, volunteers, and staff	Health Services Coordinator—Family Engagement Coordinator as back up

4. Returning to the Building

- A. No one will return to the building until authorized by the following individuals:
 - 1. Emergency Personnel
 - 2. Family Engagement Coordinator
 - 3. Wardens of the building

ALL employees, volunteers, clients/program participants, and vendors must participate in ALL FIRE DRILLS.

