



# 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/CDS Director/Human Resource Director	Reception area/Board Room
**FRONT WARDEN	Executive Director/CDS 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/Transactional 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 Maple 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.*

<b>Department</b>	<b>Report To</b>
Visiting Staff/Volunteers/Guests Log Books	Receptionist/Human Resource Director
Admin	Executive Director/CDS Director
Head Start	HS Assistant Director/HS Office Assistant
Fiscal	Executive Director/CDS 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.**