



# 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 Coord./Education Assistant	Front Lobby/Johnson 1 & 2 Classrooms/Kitchen/Bathroom/BOCES Classroom
**UPSTAIRS WARDEN → Education/Spec. Needs Coord.	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.**