



# Fire Evacuation Procedures

CAPCO Annex  
26 -28 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 (Warden)	Evacuation Responsibility
Healthy Families	Program Supervisor/FSS	Confirm all rooms are empty/clear in the Front of Building
Healthy Families	Program Manager/FRS	Confirm all rooms are empty/clear in the Back of Building
HS/EHS Health Services	Health Services Coordinator OR RN/Health Specialist	Confirm all rooms are empty/clear
Adult Literacy/HSE	Instructor OR FD Assistant	Confirm all rooms are empty/clear

- 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 take attendance and account for every employee in your departments. The representative will also take attendance for all Visitors, Volunteers, and Staff Guests visiting the building.
  1. *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>
Healthy Families Front	Program Supervisor/Program Manager
Healthy Families Back	Program Supervisor/Program Manager
HS/EHS Health Services	Health Services Coordinator/RN
Adult Literacy/HSE	Instructor or FD Assistant

**4. Returning to the Building**

- A. No one will return to the building until authorized by the following individuals:
1. Emergency Personnel
  2. Wardens of the building
  3. Program Director/Deputy Director/Executive Director

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