



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 Services Coordinator/Family Services Assistant	Upstairs common area/Family Advocate's office/Home Visitors office
Program Support Floater/Cook	HS/EHS Kitchen Office (including Kitchen Aides)/CAPCO Commercial Kitchen
Nutrition Services Manager	Cosimo's 1, 2 & 3 Classrooms & Breakroom

- 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: **side parking area across the street at the Cortland 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	Nutrition Services Manager/Program Floater (count children)
Family Advocates	Family Services Coordinator—Family Services Asst. as backup
Kitchen	Nutrition Services Manager—Program Support Floater as backup
Visiting participants, volunteers, and staff	Family Services Assistant/Family Services Coordinator

4. Returning to the Building

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

1. Emergency Personnel
2. Family Services Coordinator/Family Services Assistant
3. Nutrition Services Manager
- 4.

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