



Fire Evacuation Procedures

CAPCO Healthy Family Office
28 North Main Street, Cortland, NY

1. Report the Emergency

- A. 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.

Position/Employee	Evacuation Responsibility
** WARDEN** Program Manager (Office 4)	Confirm all rooms are empty
Program Supervisor (Office 3)	Storage room & Breakroom
Family Support Specialist (Office 2)	Bathroom
Family Support Specialist (Office 1)	Lobby

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



B. 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

1. Department Attendance: 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
Program Supervisor	**WARDEN** Program Manager
Family Support Specialists	**WARDEN** Program Manager
Visitors	**WARDEN** Program Manager

4. Returning to the Building

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

1. Emergency Personnel
2. Warden of the building