



# 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 Coor./Kitchen Aide/Mental Health Spec.	Front Lobby/Johnson 1 & 2 Classrooms/Kitchen/Bathroom/BOCES Classroom
**UPSTAIRS WARDEN → Education/Spec. Needs Coor.	Confirm all rooms are empty/clear on the main upstairs level
Special Needs Assistant/Classroom Supervisors	Supervisors & Assistants Office/ Johnson 3 Classroom/Mental Health Office/Getting Ahead 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.*

<b>Department</b>	<b>Report To</b>
Johnson 1, 2, 3 Classrooms	Report to Edu/Spec Needs Coord. (w/count of children)—Mental Health Spec. & Classroom Supervisors as backup
BOCES Classroom	BOCES instructor
Kitchen	Edu/Spec. Needs Coord.—Mental Health Spec. as backup
Supervisors/Assistants/Mental Health	Edu/Spec. Needs Coord- Mental Health Spec. 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.**