



# Fire Evacuation Procedures

CAPCO Energy Services Office  
191 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.
  - 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.
- C.

Department	Position/Employee	Evacuation Responsibility
Energy Services	Energy Services Director/Inventory Clerk	Director Office & Inventory Room
Energy Services/Maintenance	QCI/Account Clerk	Energy Services common office & Maintenance Office

- 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 Noss Park Rd and Main Street**
  - II. Secondary meeting area: **Across the street, Main Street**
- 5. Lights and computers DO NOT have to be turned off.



#### D. 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.*

Department	Report To
Energy Services	Energy Services Director/Account Clerk
Maintenance	Energy Services Director/Account Clerk

#### 4. Returning to the Building

- A. No one will return to the building until authorized by the following individuals:
  1. Emergency Personnel
  2. Energy Services Director/Account Clerk

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