

## Amos Cottage area evacuation plan

<b>CAMPUS</b>	N/A	<b>AREA EVACUATION COORDINATOR:</b>	
<b>BUILDING</b>	Amos Cottage	Diane Williams	774-2403
<b>DEPARTMENT:</b>	Therapeutic Day Program	<b>ALTERNATE/ASSISTANT:</b>	
<b>LOCATION:</b>	All	As assigned	

### 1. **How To Report An Emergency**

From any telephone contact the following number to report an emergency:

**911**

### 2. **FIRE (Code Red)**

In the event of fire, smoke, or any emergency that requires evacuation from the building, please do the following:

#### **R A C E**

#### **R = Rescue**

Rescue persons in danger without placing yourself or others at risk.

#### **A = Alarm**

1. Pull the fire alarm. Pull stations are located 10 feet from each exit/entrance.
2. Call **911**.

#### **C = Contain**

1. Contain the fire.
2. Do not break windows.
3. Close but DO NOT lock any doors.

#### **E = Evacuate**

1. If smoke or fire is visible, close the door(s) to that area and inform the Area Evacuation Coordinator: Diane Williams.
2. Exit the floor in a quick, orderly fashion via the nearest exit. (See [Exhibit A](#)).
3. Never allow the fire to get between you and the nearest exit.
4. Stay low to the ground to avoid smoke.
5. Proceed to your assigned assembly point.

### 3. **Emergency Assembly Point**

The designated emergency assembly point for Amos Cottage is the Northeast corner parking area. If you have visitors, escort them out of the building. If you have visitors, you are responsible for their safety.

### 4. **Area Evacuation Coordinator Responsibilities**

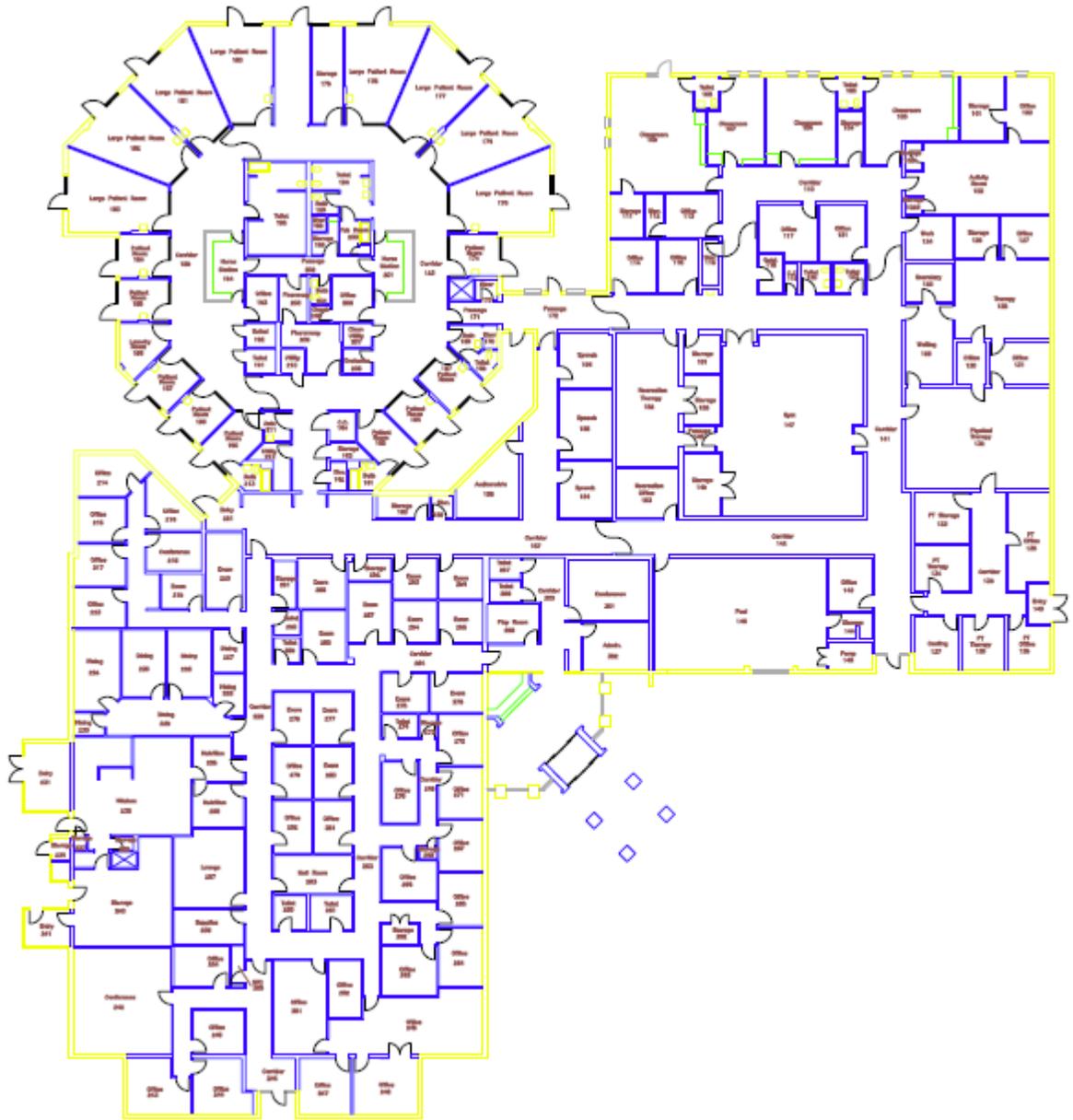
1. Check all offices and class rooms to ensure that all persons are evacuated.
2. Direct persons evacuating to the designated emergency assembly point.
3. Once all personnel are evacuated, move to assigned assembly point.
4. Be prepared to provide an accurate head count of all personnel and visitors/patients when asked by the Incident Commander.

### 5. **Special Notes**

1. Procedures for moving or evacuating disabled employees should be determined prior to any emergency.
2. Patients must be accompanied by a staff member until properly relieved by a first responder or care giver.
3. Insure all doors and windows are closed when evacuating the building.
4. Once all persons have been evacuated and it is safe to do so, inform Risk & Insurance Management Services at 716-5578 of the incident. After normal business hours, contact 716-9111.

**EXHIBIT "A"**

**Amos Cottage – FLOOR PLAN**



AMOS COTTAGE -- FIRST LEVEL