

EMERGENCY EVACUATION PROCEDURES - HAUPPAUGE

In the event of a fire or other emergency, the fire alarm may ring to alert all persons in the building. The alarm will also automatically contact fire department. In addition, you may be advised of an emergency by a member of the Safety Committee or another employee.

Do not waste time by calling 911. If necessary, a Safety Committee member will use a cell phone or a neighbor's phone to call 911. **YOU ARE TO DROP EVERYTHING AND LEAVE THE BUILDING IMMEDIATELY.**

Do not stop to collect your personal belongings because every second counts. Time spent delaying your evacuation to collect your things could mean the difference between life and death. If anything, use that time to assist any handicapped person or visitor in the building. **EVERYONE MUST EVACUATE DURING THE EMERGENCY.**

There are two evacuation routes from this building. Choose the one providing the quickest exit depending on where you are when the alarm sounds:

- Front Office (offices south of the building fire wall): **EXIT BY THE LOBBY DOOR.** If it is obstructed by smoke or fire, or inaccessible for some other reason, exit by the side door. If that is also blocked, exit by the rear warehouse door.
- Warehouse (offices and space north of the building fire wall): **EXIT BY THE REAR WAREHOUSE DOOR.** If it is obstructed by smoke or fire, or inaccessible for some other reason, exit by the side door. If that is also blocked, exit by the lobby door.

There are two designated meeting areas:

- Front Office - on the lawn near the corner of our property (Adams Avenue and Davids Drive). **DO NOT LINGER NEAR THE BUILDING.**
- Warehouse - in the rear of our parking lot. **DO NOT LINGER NEAR THE BUILDING.**

Safety Committee members will be responsible for expediting evacuation to the extent that they do not risk their own safety. Also, an attempt will be made by Safety Committee members to take a headcount to make sure all employees and visitors have been evacuated from the building.

UNDER NO CIRCUMSTANCES WILL ANYONE RE-ENTER THE BUILDING TO SEARCH FOR ANYONE until the all-clear signal is given by a Safety Committee member. Rescue is a job for professionals who will be here within minutes in the event of an emergency.

Employees are not to leave the premises during the emergency. The reason for this is simply that your absence may be misunderstood as your being still in the building.

When the all-clear signal is given by a Safety Committee member, employees may re-enter the building and resume their duties. In the event of a significant damage to the building, Safety Committee members will consult with the Executive Director and Department Managers for instructions to their staff. **NO ONE IS DISMISSED UNTIL THIS HAPPENS.**

If the building is closed for a period of days or more, employees must consult daily by telephone with their supervisors for further instructions. For this purpose, all employees should have an up-to-date Emergency Contact List available at home.