

**Capital Region BOCES - School Support Services**  
**900 Watervliet-Shaker Road**  
**Albany, NY 12205**

**FIRE DRILLS**

As required by the *Tenant Safety Organization (TSO)*, School Support Services has appointed the following people to the following roles and responsibilities:

- **Building Marshal: Building representative** for the entire building: **Sean Doyle, Facility Manager**  
**Emergency or Utility Outage call: 1-866-737-8844**  
**Sean Doyle, Facility Manager: 716-319-2736 office, 914-774-3491 cell, email [seanp.doyle@am.jll.com](mailto:seanp.doyle@am.jll.com)**  
**Jones Lang LaSalle Real Estate Services/UnitedHealth Group Account**
  
- **Suite Wardens:**
  1. Know who is in their respective area at any given time and can assist others as necessary.
  2. Should be physically capable of searching the area quickly (including your own meeting and/or storage rooms, and assist others as needed.
  3. Should be physically capable of assisting disabled occupants or assign someone in the suite to do so.
  4. Verify with Restroom Wardens that all restrooms have been checked.
  5. Maintain a list of all people in your department and take list to the assembly area.
  6. Report to the SSS Suite Warden at the designated assembly area, note any occupants left in a safe area, any person unable to escape and/or missing people.
  7. SSS Suite Warden to report to the Floor Marshall.
  
- **Restroom Wardens:**
  1. Report to restrooms to check for occupancy.
  2. Report to Suite Warden to verify restrooms were checked.

**NOTE:** Wardens oversee and assist evacuation of their respective area or portion, including going through their area to ensure that no person is left behind, and making sure disabled people are evacuated. Take attendance for your assigned group once you reach the designated assembly point. Report any missing people to the SSS Suite Warden.

**NOTE:** Only TSO members (i.e., wardens) are authorized to stay behind in a drill. If staying behind in a drill, you may want to wear hearing protection. In a real emergency situation, TSO members (i.e., wardens) will evacuate after checking their area of responsibility, and then report to the SSS Suite Warden, who in turn will report to the Building Marshall.

**GOAL:** The safe evacuation of the building during an evacuation.

	<u>PRIMARY &amp; PHONE #</u>	<u>BACKUP &amp; PHONE #</u>	<u>2<sup>nd</sup> BACKUP &amp; PHONE #</u>
SSS Suite Warden	Pete Kopcha, 464-3902	Vicky Schweizer , 464-3902	Heather Faubert, 464-3900
Restroom Warden (women's, men's)	Lisa Mink, 464-3979	Cheryl Marcella, 464-3985	
Suite Warden (SSS Director's office)	Vicky Schweizer, 464-3902	Heather Faubert, 464-3900	
Suite Warden (Arts Enrich/Sub Calling)	Shelley Viola, 464-3910	Dee Mucci, 464-3919	
Suite Warden (School Lib/Instr. Media)	MaryAlice Hannan, 464-5104	Linda Fox, 464-5102	
Suite Warden (Library Automation)	Linda Fox, 464-5102	Michelle Hausmann, 464-3932	
Suite Warden (CAPIT & SSSC)	Maryann Tuite, 464-3970	Karen Schoonmaker, 464-3950	
Suite Warden (Communications)	Maryann Osborn, 464-3960	Gigi Greagan, 464-3964	Darlene Lane, 464-3957
Suite Warden (Risk Management)	Diane Horne-Jones, 464-5115	Sally Loeper, 464-5120	
Suite Warden (Science Kits)	Donna Wojcik, 464-3998	Laura Lehtonen, 464-3999	
Suite Warden (Instructional Resources,	Mary Antonelli, 464-3996	Lisa Mink, 464-3979	
Suite Warden (Conference Rooms)			
NERIC Suite Warden	John Warner, 862-5353	Joan Rowland, 862-5326	Shawn Connors - 862-5347

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**FIRE DRILLS and EMERGENCY EVACUATIONS**

Procedure (Prior to and Emergency):

1. Learn the location of fire alarm pull boxes, stairwells, and name and work location of Building Marshall, Floor Marshalls, male/female Restroom Wardens, and Suite Wardens.
2. If you are disabled, know who has been assigned to assist you in the event of an emergency.
3. Learn the Primary Route and Secondary Route to evacuate the building during an emergency (review floor evacuation maps).

Procedure (During and Emergency): **If you discover a fire or other evacuation emergency, you should:**

1. Pull the closest fire alarm pull box.
2. Notify the Floor Marshall, and other occupants on the fire floor.
3. When the alarm sounds, all persons shall walk out the nearest exit. **DO NOT USE ELEVATORS!**

All Occupants Should:

1. **DO NOT FIGHT THE FIRE** unless you are trained to do so.
2. Proceed to a safe hall and/or stairwell (**DO NOT RUN**) as directed and evacuate the building. When walking down the stairs, stay in a single file to the right. No one should open any door without first checking to see if it is hot. There may be emergency response personnel needing to use the hall/stairwell as well.
3. When leaving, **close all doors behind you and leave lights on.**
4. Do not return to the building under any circumstances, unless authorized by the Fire Department or Building Management.
5. Follow instructions from the Building Marshall, Floor Marshall, male/female Restroom Wardens, Suite Wardens, Building Management, Police, and/or Fire Department.
6. Leave the building by the nearest safe exit when you reach the lobby or main hall, and assemble at the designated assembly point (see below) at least 100 feet from the building. Stay with your group so all occupants can be accounted for.
7. If you are unable to escape from the building, find a phone and dial 911 to notify someone of your location in the building.

**NOTE:** The designated assembly point is the Northwest side of the building, in the parking lot, as far away from the building as possible. **REVIEW DRAWING BELOW FOR CLARITY.**

