

# FIRE DRILLS

## CASS COUNTY COURTHOUSE

All Courthouse employees will respond to all fire alarms, physical or verbal. A constant sound indicates a fire alarm. Fire routes and evacuation plans are posted in the main lobby by the elevators.

When the alarm sounds, or if you receive a verbal warning, the following procedures apply:

- Employees will evacuate to the LOWER PARKING LOT ADJACENT TO ROWLAND STREET.

The last employee out of the office will close the door. **DO NOT LOCK DOORS.**

Employees are responsible to make sure the Public is assisted in exiting the building. Once you have reached the evacuation location, Elected Officials, Department Heads and Supervisors should check/count to make sure that no one is missing. Please notify the Courthouse Security or Cassopolis Fire Department personnel of any missing employees or visitors as soon as possible.

If the building is filled with dense smoke and/or there is a power failure, you may become disoriented and unable to find your way out of the building. In the case of dense smoke crawl along the wall and feel your way out of the building. Know in advance the number of door openings you must pass through and the direction you must turn after passing the last one. **DO NOT** lose contact with the wall along your evacuation route.

**ADOPTED: 05/17/2001**