



INTER-OFFICE MEMO

TO: To All Melville Staff

FROM: Thea Cohen

SUBJECT: FIRE ALARM PROCEDURES

It is time to review our fire drill procedures once again. When the fire alarm sounds, the following procedures are to be followed:

All employees are to evacuate the premises immediately. Proceed quickly and cautiously using the nearest fire door regardless of whether you are in your department or elsewhere in the building. Shortcuts through corridors or other exits will be discouraged.

Under no circumstances should anyone use the elevators or circular staircases (the staircases are not fire rated), only the stairwells as shown on the attached second floor plan with fire doors clearly marked **EXIT** should be used. Please familiarize yourself with these exits.

Attempts to get to any specific area of the parking lot should only be made once the employee is outside and away from the building. Once outside all employees should proceed to the North West side of the building, Child Care drop off parking lot. Should circumstances arise that this gathering spot is not accessible please proceed to the adjacent parking lot of 3HQ.

In order to verify everyone's safe evacuation, it is imperative that attendance be taken by each department and reported to one of the following Incident Management Team members; Tim Ingoldsby, Wendy Marriott, Wendy Dunn or Stephanie Finnegan.

Information regarding fire alarm procedures is given to all new employees at the New Employee Orientation Meeting. Should questions arise, please speak with your Department Manager.

Thank you for your cooperation.