

# Bomber Mountain Civic Center, Buffalo, Wyoming

## Fire Alarm Procedures

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**In the event of a Fire Alarm: Immediately call 911**

### Manual Procedures

In the event of visible flames, visible smoke or strange and unusual odors:

- Activate the nearest fire alarm pull box.
- Follow evacuation procedures below.

### Evacuation Procedures

When a Fire Alarm is sounded the person of contact should notify all patrons and other staff in their unit that **all occupants must evacuate the building.**

The person of contact should clearly inform the patrons of possible imminent danger to personal safety. If the patron refuses to leave the building, the staff member should continue with evacuation procedures. From a safe location call 911 to inform the police department of the location of the individual.

### General Procedures

- Employees are not to remain in the building, except for those individuals with specific assignments relating to alarm procedures.
- Doors to units should be unlocked. Fire and rescue workers must have access to all areas of the building.
- The lights should be left on to provide additional visibility for the Fire Department.
- Do not remain in the first floor common area or corridors during a fire alarm or emergency. **Evacuation requires that all employees and patrons go outside the building regardless of weather conditions or perceived lack of danger.**
- During the fire alarm or emergency, employees waiting outside the building can help by informing approaching people not to enter the building. Employees exiting the building should assist by advising people to vacate.
- Individuals should stay 50 feet clear of entrances once they have evacuated the building to provide access for Fire Department personnel.
- The Fire Department will announce when it is safe to re-enter the building. They will be responsible for turning on the fire alarm system's all-clear notice and for re-setting the alarm system.

### Workers and Patrons with Disabilities

Within each area staff members should take responsibility for all employee(s) and patron(s) with disabilities, particularly those in wheelchairs. **The person of contact is to go to the South door (by parking lot) to inform fire-fighters where the persons with disabilities are located.** For smaller units, two units could arrange to cooperate to help the individual(s) with disabilities during these circumstances.

Help the person(s) with disabilities to the safest area. If a person with a disability is alone in a room with a phone and is not in any immediate danger, that individual should call 911 and relay the situation. If the person is in an area without a phone, he/she should proceed to a safe, smoke-free stairwell landing.

During building hours, notify the following office:

**Monday – Friday, 8am-5pm**

Claudia Todd, Coordinator (307) 620-1123

Megan Darrow, Admin. Asst. (989) 350-8880

Shann Edwards, Board Member (307) 217-0118

Vincent Roop, Janitor (307) 620-1743

I have read and understand the above:

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First/Last Name:

Date: