

Procedure: Fire	Last Update: January 2009
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References: Security and Safety Committee Policy

Purpose: To implement safety practices regarding response during a fire.

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A. If you notice smoke or fire:

1. Immediately activate the nearest pull station or
2. Call the following telephone numbers:

Administration and Courts Building	Weekdays, 6 AM to 6 PM All other times	Extension 6000 9-911 from County land line 911 from all other telephones
Human Services Building or Laramie Building	Weekdays, 8 AM to 6 PM All other times	Extension 6000 9-911 from County land line 911 from all other telephones
All other County Facilities		9-911 from County land line 911 from all other telephones

3. Do not attempt to extinguish the fire unless you have been trained and are not at risk of injury.
4. Close the door to the room with fire if you can do so without risk of injury.
5. Evacuate the building in accordance with the Building Evacuation procedures.