

FIRE ALARM PROCEDURES

When a fire alarm sounds, everyone will comply with the following procedures: This applies if the alarm is constant.

1. Security will call 911, although the alarm is tied in with an alarm company.
2. Check alarm panel for location, once identified you may switch to channel 3 for Gulfport and advise them where the problem or possible fire is, in addition advise them if there is smoke. Stay calm, and don't talk to fast.
3. If two officers are on duty, one officer will meet the Fire Department and the other officer will clear the building.
4. **Do not call and cancel the Fire Department, once they have responded.**
5. If there is a problem with evacuating people, get their names and inform them they are obstructing the Fire Department and law enforcement officers and could be arrested by the Gulfport Police.
6. **DO NOT SILENCE THE ALARM UNTIL THE FIRE DEPARTMENT GIVES AN ALL CLEAR.**
7. After all communication has ceased with Gulfport, **ENSURE YOU SET THE RADIO BACK ON CHANNEL 1.**

These instructions are in accordance with the Gulfport Fire Department.