



Wyoming County Emergency Services Policy and Procedure

Use of Fire Training Center

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Effective Date:	February 16, 2021
Revised Date:	

Developed By:	Brian Meyers, Director of Fire and Emergency Management Mike Adamczak, Superintendent of Buildings and Grounds
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References:	None
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POLICY:

It is the goal of Wyoming County to maintain clean and readily available facilities for use by County Departments and outside organizations.

PURPOSE:

The purpose of this policy is to outline the requirements of any organization utilizing the county Fire Training Center.

PROCEDURE:

1. Any organization seeking to utilize the Fire Training Center must submit the **“Application for Use of Wyoming County Fire Training Center”** form attached to this policy. This application should be submitted 7 days prior to requested use when possible.
 - a. Use of the Burn Tower will include a **“Fire Department Request for Use of Facility”** form.
2. Organizations will be responsible for ensuring the Fire Training Center is cleaned upon completion of usage. Cleaning includes:
 - a. Discarding all food, beverages and other garbage in waste receptacles
 - b. Discarding feminine hygiene products and paper towels in waste baskets and not flushing in toilets
 - c. Clearing of and wiping down tables and counters
 - d. Placing chairs on top of tables or stacking
 - e. Returning tables to the original layout
 - f. Dry mopping floors or wet mopping when covered in water, mud, snow, etc.
 - g. Turning off all lights
 - h. Turning down heat to 60 degrees
 - i. Closing all doors and locking exterior doors
3. Any damage that is sustained while utilizing the facility must be reported immediately to the Emergency Services Office or Buildings and Grounds department.
4. Wyoming County is not responsible for any lost, stolen, or damaged items.