



OUR SPACE. YOUR PLACE.

Westside Community Center

Basic Safety Procedures

How to call 9-1-1

It is best to use your cell phone when calling 9-1-1, you use a WCC phone to call as well (you do not have to dial a 9 before calling 9-1-1). Provide the dispatcher with:

- Your name
- Address: Westside Community Center, 1616 (East), 1620 (Middle), or 1628 (Main) W Bijou St
- Your cell phone number (or, if you are using a WCC phone, 719-385-7920 ext. 100)
- Nature of your call
- Where in the building the emergency is (room, hallway, etc.)

Fire Evacuation:

Each room has a fire evacuation map posted by the primary evacuation door. Every renter should know the primary and secondary evacuation routes and the assembly area.

--If you see a fire or smoke:

- Remove anyone from immediate danger. Life safety is the first priority!
- Pull a fire alarm switch.
- Evacuate. Follow the evacuation steps below. You can call 9-1-1 when you are safely outside.

--If you hear a fire alarm, evacuate by following this plan:

- Close doors. This helps slow the spread of the fire.
- Check the primary escape route. If it is unsafe, use the secondary escape route.
- Evacuate your guests. Lead them to the assembly area.
- Check to see if anyone is missing. A WCC staff member will collect names of missing people.
- Do not leave until everyone is accounted for.

Lockdown

If a threat of violence is identified in the region surrounding the community center, a lockdown will be initiated. There will be an announcement or a staff member will inform each rental directly.

--If a lockdown is initiated:

- Everyone is to stay inside. Return indoors if you are outside.
- Close all doors, especially doors that lead outside.
- Close any blinds in the room.
- Nobody is to be allowed into the building.
- You may continue your rental as usual, provided activities remain indoors.
- You may leave if you wish, but it may be safer to remain indoors.

Severe Weather:

If a severe weather lockdown is initiated, there will be an announcement or a staff member will inform rentals directly.

--Severe weather lockdown (hail, lightning, or Tornado Watch):

- Move all activities inside.
- Close all doors and windows.

--Tornado Lockdown (Tornado Warning):

- Direct all guests to the tornado shelter area in the middle building basement, or to the handicap tornado shelter areas if anyone struggles with stairs.
- If a tornado draws near, kneel down and cover your head and neck with your arms.