



## SOUTHERN REGIONAL FIRE TRAINING CENTER 3139 Highway 468 Pearl, Mississippi 39208

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### ***Standard Operating Procedures***

Make reservations with the Fire Training Center Director or the receptionist via email or written letter and fill-out & sign a FTC use agreement as far in advance as possible. At that time, communicate any audio-visual needs and the number of expected attendees. There will be a fee for use of the Training Center for agencies or individuals other than Mississippi Forestry Commission (MFC), U.S. Forest Service (USFS) or Bureau of Land Management (BLM)

If you plan to use the Computer/PowerPoint or VCR/DVD players, contact the Fire Training Center Director for instructions.

Arrive early to make any adjustments or modifications to the room as needed.

The designated smoking area is out the back door of the building. Place cigarette butts in ash can provided; do not permit spittoons to be carried inside (they can be disposed of in the dumpster).

Leave the room(s) including break room as you found it. Remove debris from tables, wipe up spills, straighten chairs, etc. **If everyone will do this, the room(s) will always be ready for the next meeting (possibly yours!).**

The MFC, USFS, and/or BLM are not responsible for vehicles parked in the Training Center parking lot or for personal belongings left in the vehicles or at the Training Center. Individuals should take whatever steps are necessary to protect their property such as not leaving keys in vehicles.

Park in designate spaces only. Don't park so that you block the dumpster area, the BLM building or on the grass. There is additional parking located in the EMS compound farther down the main driveway. There is a connecting walkway between the two areas.

**Treat this building with respect and professionalism. A lot of time, expense, and care has been put into it by a lot of people. It's condition is a reflection of our agencies and it will last longer if proper care is given in it's use.**

After your meeting, communicate any problems, needs or suggestions to the Fire Training Center Director.

#### **Contact Information:**

Martha Moore, Receptionist

Phone: (601) 420-6017

Fax: (601) 420-6003

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Dennis Dauterive, Fire Chief

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