Procedures for Use of Griffith Drive Building Rooms

Due to the high use of the Emergency Management Office area, Training and Conference Rooms and 1st and 3rd Floor Conference Rooms it has become important to establish procedures for their use.

This space also serves as the City's EOC and needs to be kept in a condition of readiness so it can be activated quickly.

BOOKING ROOMS

- ☐ All activities being held in the EM Office Area or the other meeting rooms at Griffith Drive, must be directly related to functions of the EM Program including its volunteer components (CERT, CERT Radio, Amateur Radio, MYN).

  - Emergency Management staff have final approval on the EM related program activities being scheduled in the EM Office and at the Griffith Building.

  - Each scheduled event must be entered on the Emergency Management Outlook Calendar. This is how staff tracks room usage when booking other activities.
  - The calendar entry must include:
    - The room to be used;
      - Training Room is the large room
      - Meeting room is the small room
      - 3rd Floor Conference Room*
      - 1st Floor Conference Room*
    - Time of the event including time for setup and clean up.
    - The name and phone number of the Lead for the activity.
    - If the Lead does not have computer access they can use the generic log-in or coordinate with staff to make the reservation.
      - eoccert
      - EOC.123
    (*Until they are placed on the public room scheduling calendar, reservation of the 1st and 3rd floor conference rooms need to be coordinated through EM staff to make sure it's posted on the conference room calendar in Outlook.)

COMPUTERS

- ☐ There are two types of computers – Networked and Non-Networked.
  - Non-networked computers are labeled as such.
  - **ONLY NETWORK COMPUTERS GET PLUGGED IN TO THE CITY NETWORK CABLES.**
  - **USE NETWORK COMPUTERS ONLY WHEN YOU NEED TO ACCESS INFORMATION ON THE CITY NETWORK.**
- ☐ If you need to use a flash drive, DVD, CD, external drive etc. you can only use it with a Non-Network computer.
- ☐ Presentations accessing the internet must use a non-networked computer with wi-fi connection.
- ☐ **Do not move computers from their location without asking staff**.

- If a computer is moved it must be:
  - Returned to its original location.
  - Connected to power.
  - If its network computer, it needs to connected to the network and left powered on.
  - All profiles logged out (not locked, fully logged out).
☐ To ensure the computers get their updates:
  - All computers need to kept powered on.
  - All profiles need to be logged out.
  - Network computers need to be connected to network and non-networked computers need to be connected to EOC Wi-Fi.
☐ Do not change any of the configurations of the computers.
☐ Do not load or download any software or documents on any computer without coordinating with EM Staff.

ACCESS AND SETTING UP & CLEANING UP OF ROOMS

☐ **Room Set Up & AV** - Staff is not responsible for setting up the room or AV or for returning it to its original configuration.

- This is the responsibility of the Lead for the activity.

- If you are not sure how to do this, make an appointment with staff or CERT Leadership to learn how.

- This includes returning power strips, extension cords, and HDMI cables to their original locations.

☐ **Access to Rooms & Elevator** - The Lead is responsible for providing access to participants to the building, elevators and office or conference room. We do not want to interrupt Police Records for access because we have no way of telling what they might have going on in support of patrol officers.

- If the activity is being conducted during a time when the building doors and elevators are locked, you will need to have someone positioned in the lobby, at least 20 minutes before the start time, with an access card to open the exterior doors and access the elevator for the arriving participants.

- If people are likely to arrive after the activity starts, have a sign posted on the door with a phone number that will be monitored; so they can call for access. (Some pre-made laminated signs are in the hanging file basket inside the door to the EM Office area.)

- If the activity is in the EM office; the main door can be pushed all the way open against the wall and the magnet will hold it open.

☐ **Cleanup** - Cleanup your spills and messes please. We do not have full janitorial services every night and none on weekends. They also do not wipe down tables on a regular basis.

- Towels are available in the kitchen and cleaning wipes are available in the kitchen and training room.

☐ **Trash/Recycling**

- Dispose of things in the proper containers; garbage, recycling, can/bottle deposit.

  - When things are not disposed of properly, it's the EM staff that ends up picking the garbage out of the recycling containers and bottle/can deposit containers.

  - Look at the signs posted on what is accepted for recycling before you put something in the recycling container. Some things may be recyclable; but may not be something our recycler service provider deals with. Those items go into the trash, or you can take them home for your curbside recycling.

  - If in doubt, throw it out (Landfill – garbage marked containers).

  - Please dispose of food waste in the kitchen garbage cans. These are the only ones that get emptied every night during the work week.

- If you need to accumulate boxes for an upcoming project, use a space in the Logistics storage area not under and on Workspace #4.

- Use the large recycle bin in the break room to dump full under-desk recycle boxes or to dispose of large recyclable items. Please don't just stack them near the closest recycle box.

  - Janitors do not take care of the recycling or deposit bins; EM staff does.

FOOD & BEVERAGES

☐ Unless otherwise indicated, the items in the fridge, cabinets, and pantries are for the Incident Management Team/EOC. This includes the bottled water. We operate on a limited budget, which does not include food and beverages/bottled water for all trainings and meetings.

- **Coffee** - You are welcome to make coffee in the large carafes.

  - The ground coffee is kept in a bag in the refrigerator.

  - The measuring cup and coffee filters are in the upper cabinet near the coffee maker.

  - Put the filter in the basket, add 1 Cup of coffee grounds, insert into coffee maker, place open pot (with spout removed) underneath, press Brew. It takes 4 – 6 minutes for the brew cycle to finish.

- **Hot Water** -You can fill the hot water carafe with hot water for tea and hot chocolate.

- The hot water carafe is smaller than the coffee pots; so do not use the coffee brew process to fill it with hot water or it will overflow. There is a hot water tap on the coffee maker and one at the sink.

- **Tea & Hot Chocolate** - The tea and hot chocolate are available in the cabinet next to the one with the coffee filters.

- The upper cabinet to the far right (against the wall) has pitchers for filling with water. You can use reusable cups or disposable cups. If you use reusable cups the Lead is responsible for ensuring that they get washed, dried and returned to the appropriate cabinet.

OFFICE SUPPLIES, COPIERS and EQUIPMENT

- ☐ **Office Supplies** -The office supplies are intended for the Emergency Management Program staff, City's Emergency Operations Center and volunteers when working in the office area.

  - Please do not remove supplies from desks or cabinets.

  - Some pens are available on the AV desk. Please make sure they get returned.

  - If there are specific needs for supplies for the training please let staff know in advance.

  - If we are getting low on an item please let Kristi know; leave her a note or send her an email.

- ☐ **Copiers** – Please only use copiers for relevant City related activities; do not use copiers for personal use.

- ☐ **Equipment –** Equipment needs to be put back where it belongs in a timely manner.

STAFF and STAFF OFFICES

- ☐ Please do not go in staff offices if they are not present unless arranged previously.

- ☐ If you need to talk with staff, please be mindful of their time. Volunteers are very important, but sometimes staff are working on projects, rushing to meet deadlines or getting ready to leave to go to meetings.

  - If staff is unavailable at that moment they will schedule a time to meet with you as soon as possible.

  - If you will need more than "a minute" of time please try to schedule in advance.

- ☐ Work Orders or requests for information/support need to be coordinated through EM Staff.

GENERAL SPACE USAGE

- ☐ The work spaces are intended to be shared spaces.

☐ Remember that the training area and work spaces are also part of the EOC and need to be switched over quickly.

☐ Its shared space, including in the logs area – there is other functions besides CERT that has need for storage space. The area tagged IMT is intended for City EOC/IMT.

☐ Program Functions take priority - If the room is obviously configured for something and being used (i.e., supplies laid out for inventory) you'll need to work around it.

- o This is also why making sure the EM Calendar has all activities listed so we will know or can give you a heads up.

- o Don't assume that because something happens on a recurring basis that we are going to remember when we are looking to schedule stuff.

Note: Space is limited – are there things we can provide that will help maximize the use of the space we have?