

Adams County Department of Emergency Services and Training Facility

Phase I Training Facility Use Policy

The Adams County Emergency Services Building and Training Facility opened for use in 2004. The first floor of this building houses the Adams County Emergency Services Training Facility. The purpose of the training facility is to provide localized training for the emergency services responders in Adams County, including, but not limited to: fire, law enforcement, emergency medical services and hazmat. The building and facility were designed by the Adams County Volunteer Emergency Services Association, with input from county municipalities and law enforcement officials, and constructed by the County of Adams. The county owns and maintains the building and the land on which it is situated. The training facility offers three classrooms (which can be combined into one large room) a conference room, an apparatus bay, a kitchen, outdoor training areas, including a one-acre pond with boat ramp and two dry hydrants.

Training Facility Use Policy

1. The facility's purpose is for emergency services training, and, as such emergency services training will take precedence over any other uses of the facility.
2. Any organization wanting to use any part of the Training Facility will need to complete the "Request for Use" form. This form lists area(s) of the facility requested, approximate number of attendees, and sponsoring organization's name. A separate form must be completed for each use requested. Only one form will need to be completed for classes or other uses that meet on more than one day. This form is available from the Adams County Dept. of Emergency Services, 230 Greenmyer Lane, Gettysburg, PA 17325 at 717-334-8603 or on the website as an online PDF file. When completed, return to the Adams County Department of Emergency services for approval and scheduling.
3. Outside agencies and organizations must provide a copy of a certificate of liability insurance along with the "Request of Use" form.
4. Emergency service departments, organizations and associations located in Adams County (fire, emergency medicine, law enforcement, etc.) may use the facility at no cost. Entities from surrounding counties that provide mutual aid to Adams County may use the facility for their own programs at a nominal fee, providing space is available.
5. The County reserves the right to limit non-County use or charge a fee to out-of-County organizations if usage levels limit space availability.
6. The County of Adams and its governmental departments, local municipal governments and governmental agencies may use the facility at no cost if there is availability and request procedures are followed.
7. Non-profit organizations may use the facility if there is availability. These organizations must provide a copy of their I.R.S. 501(c)3 documentation along with the "Request of Use" form. While no fees may be assessed for a non-profit, the County reserves the right to charge a fee when building usage levels are high and restrictive.

8. Outside agencies and organizations (those not already listed) may use the facility if there is availability, subject to the following fee schedule:
 - a. Classroom 1, 2 and 3 - \$ 150.00 per day each classroom, per one day minimum
 - b. Conference Room 3 - \$ 50.00 per day, one day minimum.
 - c. Apparatus Bay - \$ 150.00 per day, one day minimum.
 - d. Kitchen adjacent to Classroom 1 - \$ 50.00 per day, one day minimum. (If used for meal preparation)
 - e. Outside training areas - \$ 150.00 per day, one day minimum. (This will need to be adjusted once phase II is completed)
9. The sponsoring organization will be responsible for any damages to the facility and/or equipment at the facility beyond normal wear and tear.
10. The folding doors separating the classrooms will only be opened by either a member of the Building and Maintenance Department or Department of Emergency Services Office Staff Personnel.
11. All organizations using the facility must abide by the rules and regulations governing the use of the facility. These rules and regulations are attached to the "Request for Use" form and are posted in the Training Facility in conspicuous locations. These rules and regulations may be updated periodically.

**Adams County Department of Emergency Services and Training Facility
Training Facility Rules & Regulations**

DIRECTIONS FOR EQUIPMENT USE

1. This equipment is being provided for your use; please treat it as you would your own equipment.
2. ***ONLY BUILDING PERSONNEL ARE ALLOWED TO OPEN OR CLOSE THE CLASSROOM DIVIDERS.***
3. When using our equipment and classroom, please leave the room as you found it. Such as if you move equipment, tables and/or chairs, please put them back the way you found them.
4. ***The tables are not to be used as chairs; many of our tables are breaking due to people setting on tables; your agency may be charged for repairs to tables.***
5. The equipment is configured for the classroom that it's marked for; ***DO NOT USE*** or ***MOVE it*** to ***ANOTHER classroom.***
6. If the equipment is ***MISSING or NOT WORKING***, please notify the Emergency Services Office on the 2nd floor during business hours (Monday-Friday; 0800-1630 hours).
7. The User Name and Password for the laptop is located on the keyboard lower right hand-side.
8. To use the Infocus DisplayLink; plug the adapter into the USB port on the laptop then projector and laptop should connect; it does take a few minutes so be patient. ***If you use the "DisplayLink" you will NOT need to be connected to the projector with the cord.*** If it does not work, please turn the projector and laptop off for a few seconds and turn on.
9. ***The DisplayLink can ONLY be used by the classroom laptops.***
10. If using your own laptop, you will need to ***GENTLY*** pull down the cord for the projector and plug into your laptop.

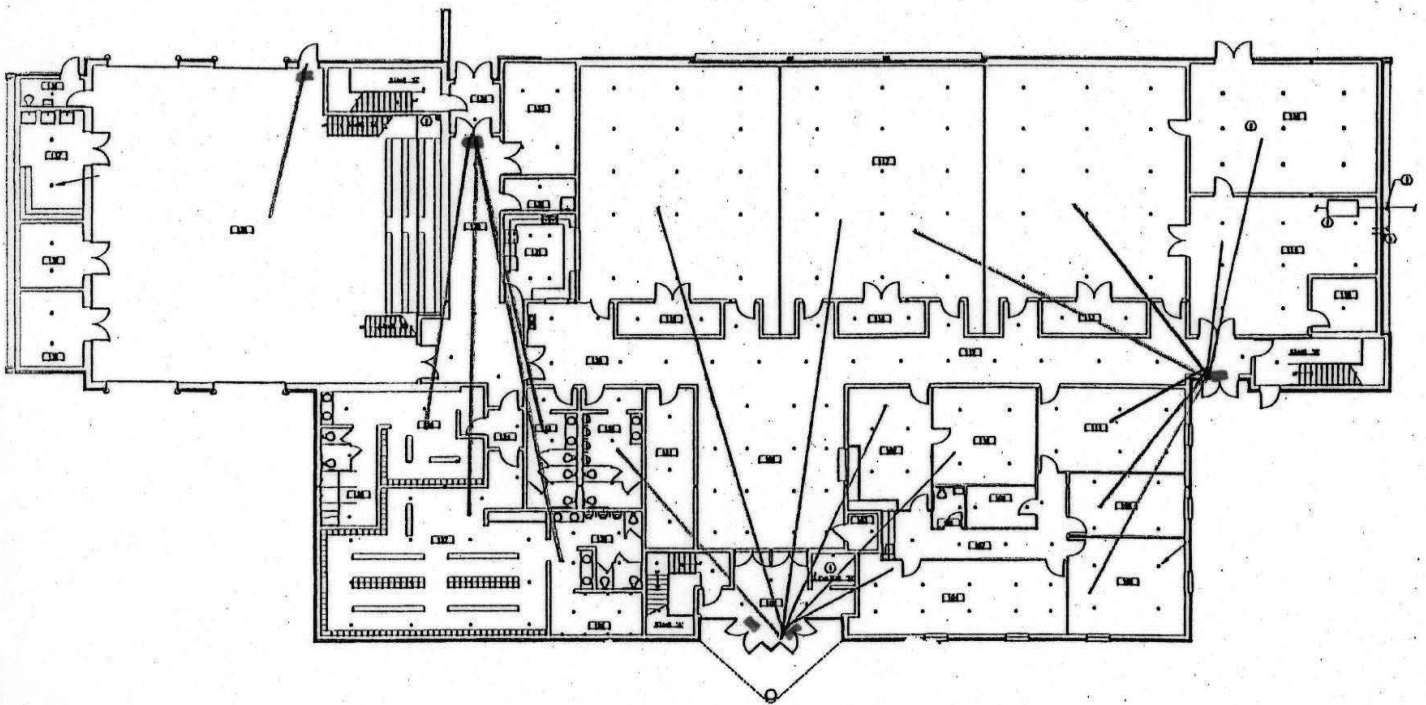
Initial and Date

Adams County Department of Emergency Services and Training Facility Training Facility Rules & Regulations

Emergency Fire Information

- ❖ The building's evacuation fire plans are posted on the outside of each classroom.
- ❖ When the fire alarm sounds in the building promptly follow the evacuation instructions.
- ❖ Secure valuables; Close Door and Exit Calmly
- ❖ When evacuated you need to be at least 50 yards from the building.
- ❖ Each Instructor or Meeting Coordinator is responsible to take roll call once outside to account for their group. If someone is missing you must report it to the Evacuation Leaders.
- ❖ Please make sure that everyone is accounted for in your group.

FIRST FLOOR PLAN



Initial and Date

Adams County Department of Emergency Services and Training Facility

Training Facility Rules & Regulations

1. **Smoking is prohibited** within the Emergency Services and Training Facility Building. Smoking is permitted outside 20 ft from any entrance to the building. Cigarette butt receptacles are provided in the designated smoking areas.
2. **Please leave the rooms the way they were found.**
3. **If you are using the training facility's equipment, you will be responsible to make sure the equipment is set-up and working prior to your activity.**
4. Food and drinks are permitted in the classrooms. It is the responsibility of the sponsoring organization to clean up their respective areas after each class or meeting. Please place all recyclable trash in the proper recyclable containers.
5. Do not use tape, of any kind, on the walls or doors. If needed we have portable write boards for your use.
6. No one will be permitted upstairs after business hours of the Adams County Department of Emergency Services (Monday-Friday, 8:00 am-4:30 pm) without proper authorization. During business hours, please use the elevator or front stair well to gain access to the Adams County Department of Emergency Services Offices.
7. All turn out gear is to be stored in the apparatus bay only. Under no circumstances will students enter the classrooms or main hallway wearing bunker boots and turn out gear.
8. **The Adams County Department of Emergency Services, Adams County Volunteer Emergency Services Association, County of Adams, Instructors or Agents will NOT be held responsible for any items lost, stolen or left any place on premises.**
9. In case of an Emergency **dial 9-911** and notify a person on the training staff, instructor or organization holding the event.
10. Phones have been provided in the classrooms. Simply dial **"9"** for an outside line then dial the number you are calling. Long Distance calls cannot be dialed from these phones. You must call collect or use a calling card.
11. All injuries must be reported to the Instructor, Training Staff or Organization immediately. The Lead Instructor must file an Incident Report with the Adams County Department of Emergency Services. The injured party is responsible for notifying their sponsoring organization/agency.
12. For the duration of most classes and events, the outside front main lobby door (right-hand side) automatically unlocks 30 minutes prior to the start of class or event. The door will be unlocked during business hours. **Do not prop open any exterior doors into the building at any time.**
13. Personnel are reminded that other classes or events maybe in session within the facility. We ask you be quiet when gathering in the hallway.
14. **Everyone has access to the kitchen facilities. Leave the kitchen as it was found. We are not responsible for items left on counters, in cabinets or in the refrigerator.**
15. **No parking is permitted in front of apparatus bay doors and front parking spaces of the building.** Please leave these spaces for people conducting business. Parking for events is located at the east/far end of the building.

I FULLY UNDERSTAND AND AGREE TO ALL OF THE ABOVE STATEMENTS.

Printed Name

Signature and Date

Adams County Department of Emergency Services and Training Facility Request of Use Form

Name of Sponsoring Organization: _____

Address: _____

Phone: _____

Contact Person: _____

Contact Phone: _____

Contact Cellular: _____

Contact Person Email: _____

Title of Event or Meeting: _____

Detail Description of Training: **Use back of this form or attached course info.**

Date(s) Requested: _____

Time(s) Requested: _____

Number of People Attending: _____

Request use of the following areas – please check all that apply

- | | | | | | |
|------------------------|-----------------------------------|------------------------------------|-----------------------------------|------------------------------------|------------------------------------|
| Classroom 1 | <input type="checkbox"/> \$150.00 | <input type="checkbox"/> No Charge | Classroom 2 | <input type="checkbox"/> \$150.00 | <input type="checkbox"/> No Charge |
| Classroom 3 | <input type="checkbox"/> \$150.00 | <input type="checkbox"/> No Charge | Conference Room 3 | <input type="checkbox"/> \$50.00 | <input type="checkbox"/> No Charge |
| Apparatus Bay | <input type="checkbox"/> \$150.00 | <input type="checkbox"/> No Charge | Kitchen Area | <input type="checkbox"/> \$50.00 | <input type="checkbox"/> No Charge |
| Outside Training Areas | | | <input type="checkbox"/> \$150.00 | <input type="checkbox"/> No Charge | |

Request use of Equipment – please check all that apply

- | | | |
|---|--|---|
| <input type="checkbox"/> Projector | <input type="checkbox"/> Laptop | <input type="checkbox"/> Screen |
| <input type="checkbox"/> TV/VCR | <input type="checkbox"/> Portable White Board/Flip Chart | <input type="checkbox"/> Conference Phone |
| <input type="checkbox"/> Speaker System | <input type="checkbox"/> Internet Access | |

Printed Name

Signature and Date

Office Use Only

Date Received:	Received By:
Director's Approval:	Copy of Liability insurance included:
Scheduled on Calendar:	