



## **RULES OF CONDUCT FOR VISITORS ATTENDING TRAININGS AT FCEM&HS**

**PARKING:** free parking is available in any empty unmarked space in the parking lot.

**ENTRANCE TO BUILDING:** an employee of Franklin County Emergency Management and Homeland Security must be present to gain entrance. Keep doors closed when leaving room unattended.

**SIGN-IN SHEET:** everyone in attendance must sign in on the provided form each day of the class.

**TABLES & CHAIRS:** tables are approximately six (6) feet long. Seating varies depending on room set-up. Do not staple or use thumbtacks on tables. Do not drag tables across the carpet. **Tables must be returned to original configuration if moved.**

**WALLS:** nails, pins, staples, tape or tacks may not be used on the walls.

**EQUIPMENT:** dry erase boards, projectors, projector screens and possibly computers are available for use. Check with Office Manager for additional set up or equipment needs. Agency copiers are not for general use, bring copies.

**REFRESHMENTS:** Coffee is provided during trainings by the training manager; donations are welcome. Soda and snack vending machine is located in the break room; takes change and \$1 bills.

**KITCHEN FACILITIES:** microwaves, stovetop, and refrigerator. If you prefer not to go out during your lunch break, you are welcome to bring your lunch. Please remember to clean up after yourself.

**CLEAN UP IN TRAINING ROOM:** Keep the training room clean; pick up any food dropped on the floor and throw trash in available trash cans. If additional trash cans are needed, please see Office Manager. Report spills to Office Manager.

**TRASH:** cardboard, paper, batteries, plastic and cans may be recycled. Remove large amounts or smelly trash and dispose in dumpster outside. Ask Office Manager for key to dumpster. No trash in outside ashtrays.

**BREAKS:** Keep noise to a minimum in halls and near staff offices. Take breaks in classroom, break room, patio or any outside area. **DO NOT BLOCK DOORWAYS.**

**SMOKING:** not permitted in the building, including restrooms. Smoking is permitted outside the building away from entrances. There are ashtrays by the doors, do not put cigarette butts on the ground; butts only in ashtrays.

**DAMAGES:** Attendees agree to hold harmless the Agency from any and all claims, injuries and liabilities arising from attending training at the FCEM&HS facility. Report all damages immediately.