

# CLARK REGIONAL WASTEWATER DISTRICT CONFERENCE ROOM PROCEDURES FOR PUBLIC USE

Security Code: \_\_\_\_\_

Password: \_\_\_\_\_

## ENTERING THE BUILDING:

*Person with keys/procedures should enter the building alone.*

## OPENING PROCEDURES FOR THE BUILDING

*(For meetings NOT during business hours, please follow steps 1-6)*

- 1) Open the front door using the key marked “**Conf**”; this key will also let you into the conference room.
- 2) Disarm the Security Alarm using the keypad on the wall just before the hallway. **(Check to see if there is a red light blinking on alarm panel; if there is no red light, the alarm is off.)**
- 3) Enter security code (A green light will begin blinking when the alarm is disengaged).
- 4) **IF THE ALARM GOES OFF, PLEASE SEE INSTRUCTIONS ON REVERSE SIDE!!!!**
- 5) Unlock the front door panic hardware using the **Allen Wrench**. Insert the Allen Wrench in the small hole near the bar handle and turn clockwise while pushing the bar in, the bar should lock in position.
- 6) If needed turn on the handicap/automatic door. (Lock is to the left of the fire extinguisher, use the key marked “**hand**”, instructions are by the lock)

## OPENING PROCEDURES FOR THE CONFERENCE ROOM

- 7) Use the key marked “**Conf**” to unlock the doors to the conference room.
- 8) Turn on the conference room lights (top button) on the panel near the adjournment room door.
- 9) The thermostat for the conference room is located on the wall to the left of the adjournment room door. Press the bottom right button and it will adjust the temperature in the room for 2 hours (warmer or cooler, whatever is necessary).
- 10) The key marked “ADJ” is for unlocking the adjournment room if needed.

**NOW YOU CAN LET OTHERS IN AND BRING YOUR SUPPLIES INTO THE BUILDING.**

## **\*\*EMERGENCY SIGN IN SHEET (FOR DAY USE ONLY)**

Please have EVERY person attending print his or her name on the **Emergency Sign-In Sheet**. You may provide a copy of your sign-in sheet to the front desk instead of signing in on the emergency sheet. In case of an evacuation, this list will be used to verify that everyone has safely exited the building. **(The list is kept on a clipboard on the desk to the left as you enter the conference room.)**

## **EXITING THE BUILDING:**

### **CLOSING PROCEDURES FOR THE CONFERENCE ROOM**

- 1) Return conference room and adjournment room to the pre-meeting condition. Clean up and put away any extra chairs and/or tables that were used. There is a vacuum cleaner and large garbage can in the closet of the Adjournment room if needed.
- 2) Use the fourth button (labeled "off") to dim the conference room lighting.
- 3) Lock the conference room doors.

### **CLOSING PROCEDURES FOR THE BUILDING**

*(For meetings **NOT** during business hours please follow steps 4-10)*

***Have everyone exit the building except the person with the keys/procedures, as well as taking out any supplies you brought.***

- 4) Leave on two lights in the foyer and turn off lights in both restrooms.
- 5) Make sure all outside doors are closed tightly. This includes the front doors, the side door (inside the Conference room), and the outside door that goes to the back patio.
- 6) Turn off the Handicap/Automatic door if used (instructions next to lock).
- 7) Lock the front door panic hardware. Insert the Allen Wrench in the small hole near the bar handle and turn counter-clockwise while pulling the bar outward, the bar should extend out in the locked position. (Make sure to pull the door tightly closed.)
- 8) Follow these instructions for arming the security alarm: Wait for the green light to come on and then enter your code. A red light should come on; if not, wait until the green light comes on again and re-enter your security code.
- 9) **You have 45 seconds to exit the building once the alarm is engaged.** Exit the front doors only! Push both doors shut to ensure the door is secured properly.
- 10) Place the keys in the drop box outside the building before leaving the premises.

### **IF THE SECURITY or FIRE ALARM IS ACTIVATED, TAKE THE FOLLOWING ACTIONS:**

- 1) **Call Sonitrol at (360) 696-0777.** There is a phone located on the wall in the **adjournment room**. (Unlock the conference room with the key marked "CONF" and unlock the adjournment room with the key marked "ADJ")
- 2) **They will ask for your password and the name of our facility to access the account:**

Clark Regional Wastewater District  
(360) 750-5876  
8000 NE 52<sup>nd</sup> Court, Vancouver, WA 98665
- 3) **Let them know it is a false alarm and to NOT dispatch the police.**
- 4) **For security alarm, punch in your security code on the alarm panel to disengage the alarm.**
- 5) **For a fire alarm, please call (360) 750-5876 (Answering Service) let the operator know to contact the on call person in order to disengage the alarm. You cannot disengage the alarm yourself.**

**A \$50.00 fee will be imposed if the police respond to a false alarm.**

**IF YOU HAVE ANY PROBLEMS ARMING OR DISARMING THE SECURITY ALARM, PLEASE CALL THE DISTRICT'S ANSWERING SERVICE AT (360) 750-5876. LET THEM KNOW WHAT PROBLEMS YOU ARE EXPERIENCING, AND THEY WILL CONTACT THE ON-CALL PERSON TO ASSIST YOU.**