

Unit Order #26 - Briefing Room/Training Room/EOC

Los Angeles County Sheriff's Department

CRESCENTA VALLEY STATION

UNIT ORDER # 26

BRIEFING ROOM/TRAINING ROOM/EOC

This Unit Order addresses the use and care of the briefing room, training room, and the emergency operations center. The room was designed to meet the needs of station personnel for shift briefings, training and to function as an emergency operations center when needed.

USE

Personnel are encouraged to utilize this room for training, report writing, and meetings. It is **NOT** intended to be used as a lunch or break room. Drinks may consumed in the room during briefings, training and OEC operations; however, in most situations, food should be consumed in the kitchen.

This room is not to be utilized by members of the public as it is in a secure area of the station, without the expressed authorization from Station Operations, or by the watch commander in an emergent situation.

Secure all equipment when leaving the room.

CARE

Personnel shall ensure any spills are cleaned immediately.

Clean up after yourself.

Aside from security reasons, diagrams on the white boards should be cleaned at the end of each meeting because over a period of time, the white boards can become stained and more difficult to clean.

Todd D. Deeds
Crescenta Valley Station

(Revised on 02/11/2013)

Date Approved
