

Wellington Region Emergency Management Conference Room Use Procedure

FOR FURTHER INFORMATION

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1 Background

1.1 Purpose

The purpose of this procedure is to outline the responsibilities of the users of facilities at 2 Turnbull Street, Wellington.

The Turnbull Street EMO facility is owned by WCC, and managed on their behalf by Wellington Region Emergency Management Office (WREMO). We take pride in these facilities and aim to keep them as clean, positive working environments.

2 Booking a room

These are not public facilities and WREMO and / or Council management reserve the right to refuse any bookings. The rooms should be booked well in advance of your event.

If a civil defence emergency arises you may be asked to vacate the building, or find other accommodation, with little or no notice.

2 Turnbull Street, Wellington

- The Operations Room is available for Wellington City Council staff and WREMO supported events.
- Bookings can be made via GWRC Outlook, emailing wremo@gw.govt.nz ,or by calling 830 4279

3 Use of Room

As the user of the room, you are expected to set up any tables and chairs required and restore them to the original configuration on completion.

If special extra chairs are brought into the room, they should be removed at the end of the meeting.

Please clear all crockery from the room. Place dirty crockery in the dishwasher and clean crockery back in the cupboards.

Wash catering dishes immediately after use. Please stack them neatly, ready for collection.

Please bring your own food and drinks.

WREMO will only provide crockery, cutlery, a stove and dishwasher.

Disposal to rubbish bins should be as per labels on the bins.

4 Emergencies

In the event of an emergency, call 111 immediately from a cell phone or, from the desk phones, dial 1111.

Please evacuate the building as appropriate, directly by the closest door, and meet in the car park at the back of the building (Turnbull Street) or the Pavilion car park (Laings Road).

If requested, a Health and Safety briefing may be given by a WREMO staff member at the beginning of your meeting.

5 First aid

There is a defibrillator close to reception in each building.

Turnbull Street,
Wellington

First aid kits are in the first aid room by the toilets and showers.

6 Hours of use

Normally business hours are between 0830 and 1700.

Outside normal business hours there must be a Wellington Region Emergency Management (WREMO) staff member or a person approved by the Manager Business Development in attendance.

7 Security

Visitors must sign in / out at the front desk, and should not enter work areas/ offices or communications rooms. People from other organisations may be in the building. Please be responsible with your personal items and electronic equipment. Visitors are not allowed to enter or leave via the back of the building in Turnbull St.

Conditions of Use - Turnbull Street Operations Room

Thank you for booking your upcoming event with the Wellington Region Emergency Management Office. We are pleased to see the facility of use by your organisation and ask that you agree to the following:

Access / security

Wellington City Council swipe cards enable access to the building.

Sign in / out at the front desk at the beginning and end of your visit.

The front door is to remain locked at all times. Do not prop the door open. Please have someone at the door to let people in at the beginning of the meeting and during break times. Visitors are not allowed to enter or leave via the back of the building, unless in an emergency.

Before your event

- Ensure you are familiar with the audio-visual equipment. You can visit before the event. There are instructions for computers and other necessities throughout the facility to help you manage your event successfully. However, if you need any assistance, please ask a WREMO staff member for assistance.
- Arrange your own food, beverages and condiments for the event. This includes coffee, tea, Milo, sugar, milk, serviettes, tomato sauce and any other consumables you may need.
- Please advise your participants we do not have designated parking available for visitors. Automobiles without WREMO identification can be towed or ticketed if parked in WREMO spaces

During your event

- Ensure all participants receive a health and safety briefing
- All participants please speak at a level so that other people in the building can go about their normal work.
- Use the door near the entrance to enter/exit the Operations Room.

After your event

Please return the facility to its former state:

- desks and chairs put away – tables arranged as they were when you arrived
- projectors and computers turned off
- whiteboards clean
- the kitchen and dining room are clean throughout the day and especially clean at the end of your session
- dishes washed, dried and put away
- clean catering food trays are stacked in the kitchen ready for collection
- dining room is clean and chairs are put back under tables
- food and other waste is put into the correct waste bin

I accept these conditions, and understand that if they are not met, our organisation may not be able to use the room in future.

Name

Organisation

Contact number.....

Date

Date of booking