

## EOC GUIDELINES

1. The EOC is Pembina County's Emergency Operations Center located in the basement of the Law Enforcement Center, address 308 Court House Dr, Cavalier, ND 58220. The EOC's primary function is to facilitate emergency operations during and after any natural or man made disaster and is also utilized for training/meetings/workshops for emergency responders. For this reason, if an emergency occurs, it takes higher priority over a scheduled event, and an event may need to be rescheduled.
2. The Pembina County EOC is designated for any governmental meetings of other functions deemed necessary, educational, or advantageous for the general public.
3. When not in conflict with other governmental functions, the meeting room may be used for other informational or educational meetings not of commercial nature, on a first come –first served basis.
4. The meeting room may not be booked for any of the following:
  - a. Showers, birthday parties, weddings, anniversary celebrations or reunions.
  - b. Religious services or meetings.
  - c. Any meetings of special clubs or organizations that have restricted memberships other than 4-H, Scouts, Homemakers etc.
  - d. Meetings of retail organizations, sales promotions etc.
  - e. Catered meals except for County employee Christmas party and any other functions directly concerned with county employees or officials.
5. The Emergency Management Office books events through the use of the online calendar on the county website. You will receive confirmation approving your request, or if there is a conflict, options will be relayed. If someone doesn't have a computer, they may call the Emergency Management Office to schedule over the phone. Cancellations are also handled thru the office.
6. The meeting event host sets up tables, chairs and puts them away. **Equipment available** is a large conference table, projector screen, polycomm video, TV, VCR, network jack, speaker phone, 70 chairs, 12 tables, podium, kitchen area, large and small coffee maker. Wireless network is not available.

If you have any additional questions, you are welcome to contact the Emergency Management Office at 701-265-4849.