Emergency Management Training Center (EMTC)

HSEM Partners Guide

Reserving and Using the EMTC

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HSEM.EMTC@state.mn.us

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Introduction to the EMTC

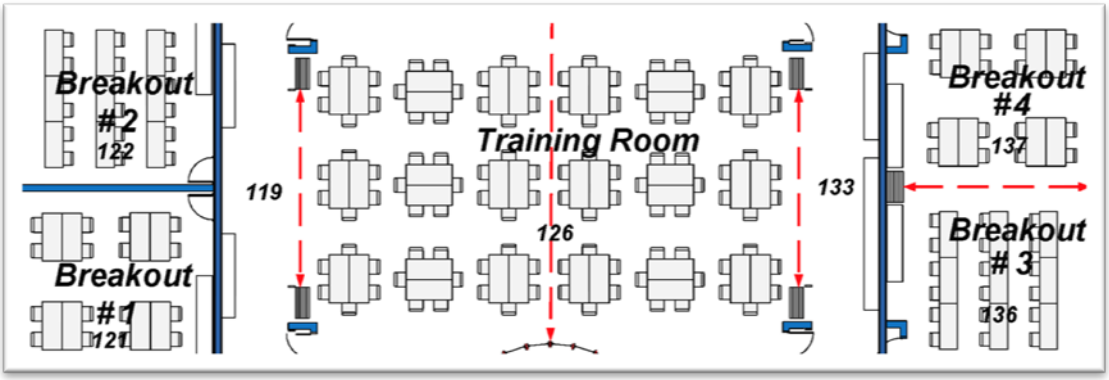
The Emergency Management Training Center (EMTC) at Camp Ripley is the premier integrated emergency management and homeland security training center in the United States. It provides an environment that facilitates multi-discipline, multi-agency, multi-jurisdictional trainings and exercises. The facility is state-of-the-art and designed to build capabilities and capacity that help ensure a secure and resilient future for Minnesota.

This guide provides the information needed for reserving and using the EMTC.
Note: For use of all other facilities, contact the Camp Ripley civilian scheduler.

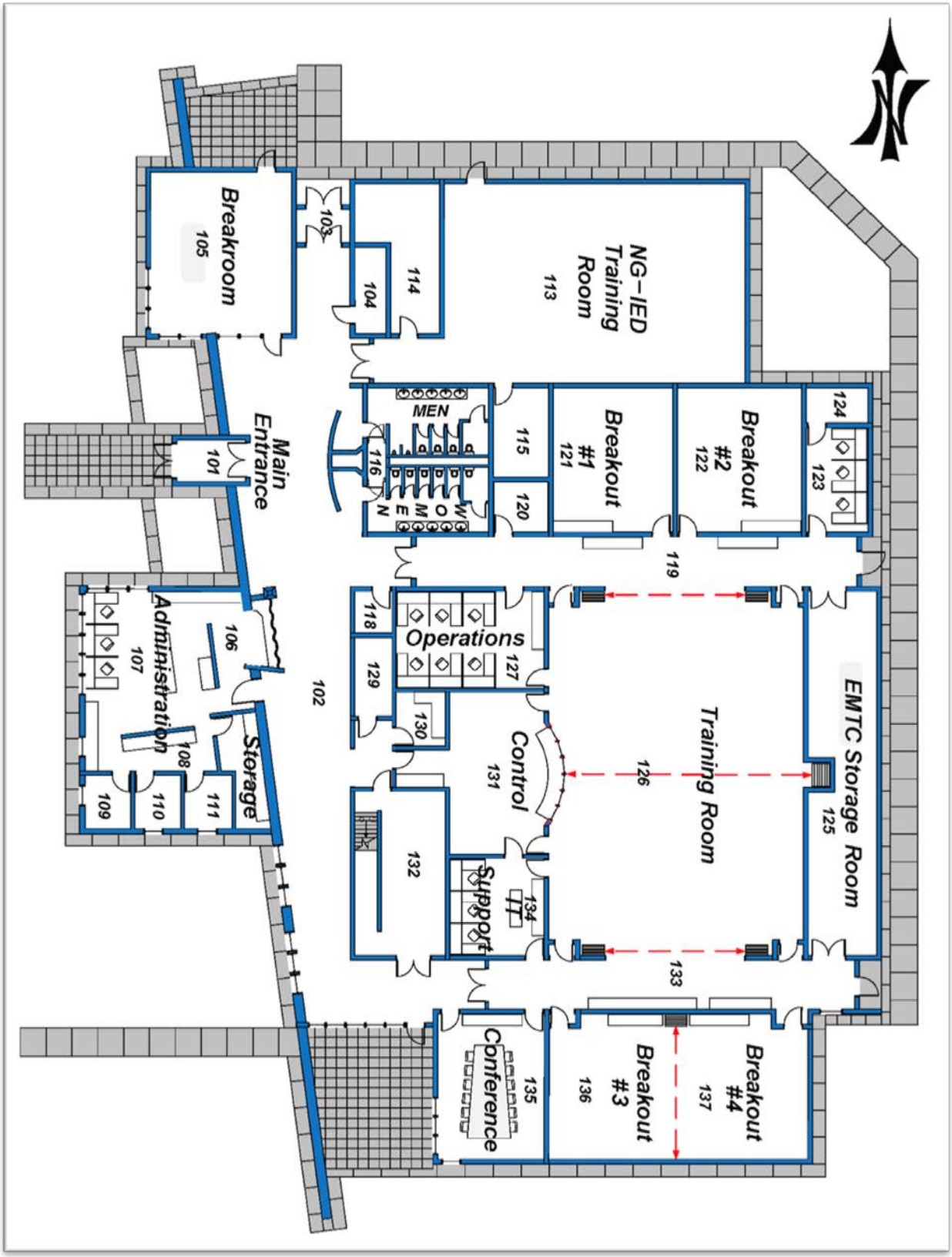
Meeting Rooms

Room Capacity

Room	Capacity Theater	Capacity Banquet	Capacity U-Shape	Capacity Class-room	Capacity Board-room	Daily Fee/Cost	Notes
Main Training 126 A – B	90	54	28	40	20+	$75	Main Training 126 A - D can be combined
Main Training 126 C – D	90	54	28	40	20+	$75	
Breakout 1	30	16 - 20	16	18 - 24	12+	$30	
Breakout 2	30	16 - 20	16	18 - 24	12+	$30	
Breakout 3	30	16 - 20	16	18 - 24	12+	$30	Breakout 3 & 4 can be combined
Breakout 4	30	16 - 20	16	18 - 24	12+	$30	



EMTC Floor Plan



EMTC Amenities

Room Equipment

Breakout rooms, training rooms and the conference room are equipped with:

- Ceiling-mounted LCD projectors with projection screens
- A computer with DVD player, wireless mouse and keyboard
- Wall-mounted 50 inch monitors
- A whiteboard
- A podium with cables for a laptop and a DVD player
- A microphone system including a stationary podium microphone (training rooms A-B and C-D only)
- A teaching chair
- Tables and chairs as shown on the room diagram

Copying services and office supplies (including dry erase markers and erasers) are not provided. You may bring your own laptop if you wish.

Breaks and Meals

The EMTC has a break room equipped with a refrigerator, microwave and vending machines. This room is shared with others using the EMTC facilities. Coffee can be provided for a small fee. Contact the Camp Ripley civilian scheduler to make arrangements.

You may bring your own food and beverages to set up in your reserved room, on hallway countertops or in the break room. If you prefer, catering is available through local restaurants in Little Falls and Pierz.

Note: Alcohol is not allowed in the EMTC.

The Snack Bar at Camp Ripley has breakfast sandwiches, burritos, wraps, salads, burgers, pop, juice, milk, cookies, candy bars and chips.

National Guard dining facilities are a one-block walk from the EMTC; all Camp Ripley guests may use the dining facilities. Hours and costs are:

Breakfast	6 – 7:30 a.m.	Cost $5.00
Lunch	11:30 a.m. – 1 p.m.	Cost $6.40
Dinner	4:30 – 6 p.m.	Cost $6.40

American Express, Mastercard, Visa and Discover credit cards are accepted.

Important: If you or your participants plan to eat at the dining hall, please notify the dining facility director at (320) 616-9799 (office) or (218) 232-3777 (cell) at least one week in advance.

Wireless Internet Access

The Gopher Wireless Internet service is available without charge. This is ***not*** a secure Internet connection. Open your web browser to connect to the MN Guest Web page. Click the Accept button to be granted Internet access.

During periods of high usage access time may be short. You may have to log in several times throughout the day.

Cell Phones

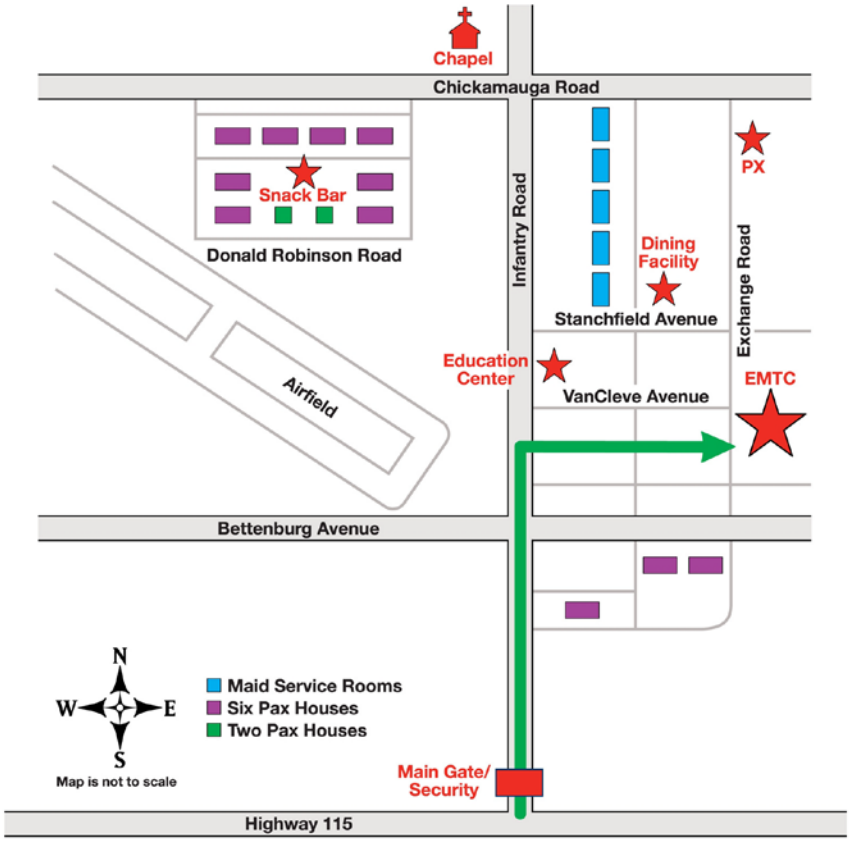
Please be considerate of others and set your phones to silent or vibrate during class. To limit disruption, hold cell phone conversations in the outer hallways.

Important: Cell phone use is prohibited on post while driving a motor vehicle.

Reservations

To reserve space at the EMTC, please fill out and submit the EMTC Reservation Request form found on the EMTC page of the HSEM Website.

Camp Ripley Map



Camp Ripley

Camp Ripley is a 53,000 acre regional military and civilian training facility operated by the Minnesota National Guard. Please enter the main gate at 15000 Highway 115, Little Falls. All personnel are required to present state-issued photo identification to the security detail when entering Camp Ripley.

Items to note while on base:

- Licensed law enforcement officers may carry their department-authorized weapon.
- No personal weapons are allowed on the grounds.
- Seatbelts are required.
- The use of cell phones is not allowed while driving on Camp Ripley grounds.
- Speed limits are posted and vary throughout the base.
- A helmet, reflective gear, jacket and pants are required if driving a motorcycle.

"Drawing" the EMTC

The Minnesota National Guard refers to the process of completing necessary forms and receiving the EMTC keys as "drawing" the EMTC. You may draw the EMTC between the hours of 7 a.m. and 4:30 p.m. If you need to draw the EMTC outside those hours, please contact the Housing Office at least 24 hours in advance. Housing may not be able to fulfill your request. This is out of HSEM control.

When you arrive at Camp Ripley, go to the Education Center (Building 6-76) on Infantry Road at VanCleve Avenue. The Housing Office is inside the front entrance.

Let the staff know you are there to draw the EMTC (Building 6-78, at the corner of Exchange Road and VanCleve Avenue). Be prepared to provide the following:

- Approximately how many people will attend your event and whether you reserved other facilities, such as the Combined Arms Collective Training Facility (CACTF).
- A primary and secondary point of contact (if you will not be present during the onsite checkout process).
- An emergency contact number.
- The address of your home agency – 445 Minnesota Street, Suite 223; St. Paul, MN 55101.
- Anticipated checkout time. If you do not provide this information in advance it may take up to an hour for Housing staff to arrive for checkout.

When finished you will receive a key card, keys for your reserved room(s) and a hex key to lock and unlock the exterior doors.

The process may take up to 30 minutes; please allow time before participants arrive.

Billeting

Camp Ripley lodging is called “billeting.” The Billeting Service Counter is next to the Housing Office in the Education Center. Regular hours are 7 a.m. to 11 p.m. Check-in time for reserved rooms is 3 p.m., but rooms may be available earlier. Checkout is at 11 a.m. After-hours instructions are posted in the lobby of the Education Center.

Most rooms have a private bathroom and all rooms have the following:

- Small refrigerator
- Television
- DVD player
- Radio/alarm clock
- Coffee maker
- Linens and towels

EMTC Checkout Procedures

Checkout is performed between the hours of 7 a.m. and 4:30 p.m. If it is necessary to checkout outside of these hours, you must notify the Housing Office at least 24 hours before the desired checkout time or Housing may not be able to fulfill your request.

Clean Up

Any areas that have been used for hospitality (counters outside the main training area, counters in the breakout rooms, etc.) must be cleaned up and wiped down. Coffee makers must be cleaned, dried and returned to the break room.

Cleaning supplies and trash bags are kept in the storage closet inside the restrooms.

For checkout of the rooms you reserved, you must:

- Vacuum
- Wipe down the tables and counters
- Erase the white boards
- Return to its correct storage location any equipment that was not in the rooms before your event
- Return the tables and chairs to their original setup
- Take out all trash and replace the bags in the trash containers

Note: The common areas such as the entryway, hallways and restrooms will be cleaned by the general maintenance crew at Camp Ripley. Contact the Department of Public Works (DPW) at (320) 616-3005 if you have concerns about the common areas.

Important: After everyone has left the area, make sure no doors were left open. Use the hex key to secure all external doors.

Checkout

Notify the Housing Office when you are ready to check out. Camp Ripley personnel will meet you at the EMTC to go over the building checkout sheet, ensuring all items issued to you are present and the building is returned to pre-event condition. You will also turn in the EMTC front door key card and the hex key. Checkout may take up to 30 minutes.

Contacts

On-Site Issues

If you have any questions or problems, please contact the following staff in order:

- EMTC Building Coordinator at (320) 616-6100
- Camp Ripley Housing Manager at (320) 616-3140
- Camp Ripley Information Management Officer at (320) 616-2702.

Safety/Security Concerns and Emergencies

In an emergency or if you have safety or security concerns, please contact the Camp Ripley Department of Public Safety at (320) 632-7375.

Camp Ripley Contacts

Civilian Scheduler	(320) 616-2708, james.e.krouse.nfg@mail.mil
Department of Public Safety	(320) 632-7375
Department of Public Works	(320) 616-3005
Dining Facility Director	(320) 616-9799 (office), (218) 232-3777 (cell)
EMTC Building Coordinator	(320) 616-6100
Housing Office	(320) 616-3140
Information Management Officer	(320) 616-2702

HSEM Contact

Main Reception	(651) 201-7400

Sample Check-in/Checkout Sheet

Housekeeping:
320-616-3140

Emergency Management Training Facility (EMTC)
Training Support Unit, CAMP RIPLEY, MN

UNIT: HSEM DATE: 15Oct-17Oct12 Room(s): 126 A&B

IS	TI	NOMENCLATURE
1		
+		KEYS
		KEY CARD
2		
109		DESKS
0		CHAIRS (any kind)
0		CABINETS
0		COMPUTER (w/ Monitor, Keyboard and Mouse)
4		PRINTER
0		PROXIMA (Ceiling Mounted w/ Remote)
36		REFRIGERATORS
4		TABLES (any kind)
4/2/2		TV (w/ Remote Control)
		VIDEO TELECONF EQUIP (VTC Camera, Table Mic, VTC Router w/ Remote) Crestron
3		
1		BROOMS
2		DUST PANS
1		MOPS
		MOP BUCKETS
		OUTPOST, CIGARETTE

INVENTORIED BY: SPC LeBlanc (HOUSING REPS NAME) ISSUED BY: _____ (HOUSING REPS NAME)

ISSUE RECEIVED BY: _____ (UNIT REPS *SIGNATURE*) RANK: _____ DATE: _____

PRINTED NAME: _____ (UNIT REP) CELL PHONE: _____

ALTERNATE POC: _____ RANK: _____ CELL PHONE: _____

TURN-IN RECEIVED BY: _____ (HOUSING REPS NAME) RANK: _____ DATE: _____

INDIVIDUAL SIGNING FOR THIS BUILDING IS RESPONSIBLE FOR ALL INVENTORY UNTIL HOUSING DESTROYS MAIN COPY! DO NOT SUB HAND RECEIPT THIS BUILDING TO ANOTHER UNIT WITHOUT CLEARING THROUGH HOUSING! (DTD 26-09-2008)