



Emergency Management Training Center (EMTC)

Usage Guide

Guidelines, procedures, instructions and troubleshooting for Instructors and Meeting Organizers reserving and using the EMTC

Camp Ripley, 15000 Highway 115, Little Falls, MN 56345

HSEM.EMTC@state.mn.us

Non-HSEM



Table of Contents

Introduction to EMTC	3
Reservations	3
Camp Ripley Information	3
Meeting Rooms	4
Seating Styles	4
EMTC Floor Plan	5
Check-In Procedures	6
Map of Camp Ripley	7
Equipment On Site	8
Internet Access	9
Cell Phone Coverage	10
Telephones	10
Instructor Information	11
Breaks and Meals	12
Checking Out	13
Troubleshooting and Contact Numbers	14
Sample Check In/Check Out Form	15

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 conducive to facilitate multi-discipline, multi-agency, multi-jurisdictional trainings and exercises. The facility is state-of-the-art and designed to build capabilities and capacity that ensure a secure and resilient future for Minnesota.

This guide will provide you with procedures, instructions and troubleshooting information needed for reserving using the EMTC.

Reservations

Groups wanting to use the EMTC for training events or meetings that are not affiliated with HSEM are responsible for arranging for usage of all required Camp Ripley facilities, including housing or use of the Combined Arms Collective Training Facility (CACTF). There is a daily fee associated with usage of the EMTC meeting rooms, breakout room(s), training room(s) and the conference room. Reservations for the EMTC and fee questions can be directed to Jim Krousey, Civilian Scheduler, at (320) 616-2708 or by e-mail at james.e.krouse.nfg@mail.mil.

Camp Ripley

Camp Ripley is a 53,000 acre regional military and civilian training facility operated by the Minnesota National Guard. Please enter using the main gate at 15000 Highway 115, Little Falls. Guests are required to present state-issued photo identification to the Gate Guard 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. The limits vary by area so be careful to watch for changes in the speed limit.
- If driving a motorcycle; helmet, full reflective gear, jacket and pants are required.

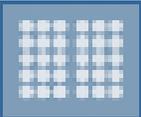
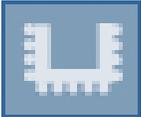
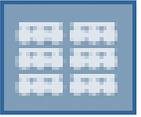
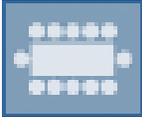
Meeting Rooms (see EMTC floor plan on page 5)

Room	Capacity Theater	Capacity Banquet	Capacity U-Shape	Capacity Classroom	Capacity Boardroom	Daily Fee/Cost	Notes
Main Training 126 A - B	90	54	28	40	20+	\$75	
Main Training 126 C - D	90	54	28	40	20+	\$75	
Training 126 A - D	180	108	NA	80	NA	\$150	
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 Rooms 3 & 4 can be combined
Breakout 4	30	16 - 20	16	18 - 24	12+	\$30	Breakout Rooms 3 & 4 can be combined

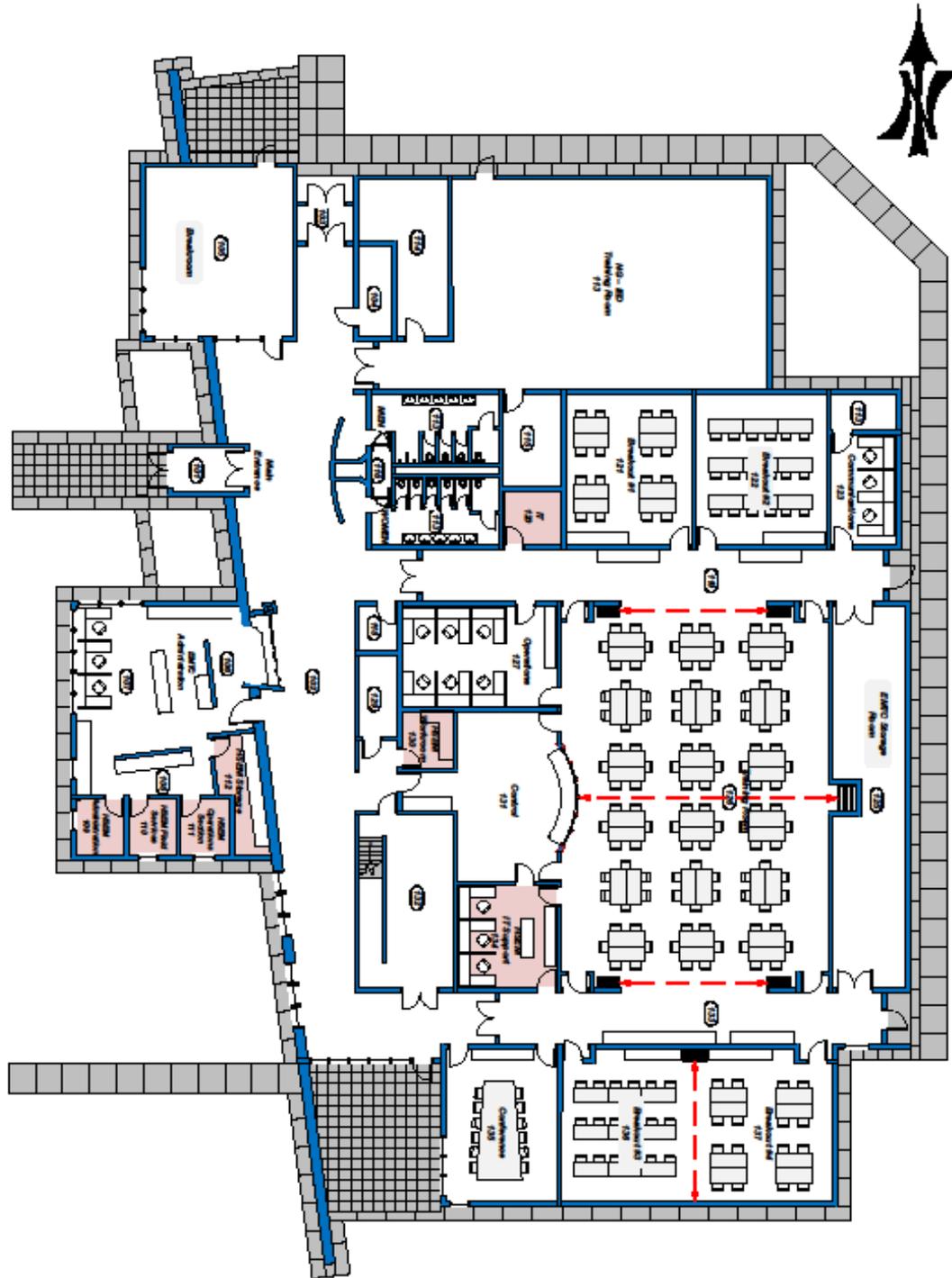
Note: For use of all other facilities, contact Jim Krousey.

Suggested Seating Styles

Chairs and tables can be set up in various configurations to maximize your training experience.

Theater Style	Banquet Style	U-Shape	Classroom Style	Boardroom Style
				

EMTC Floor Plan



Check-In Procedures

To Access the EMTC (see map on page 7)

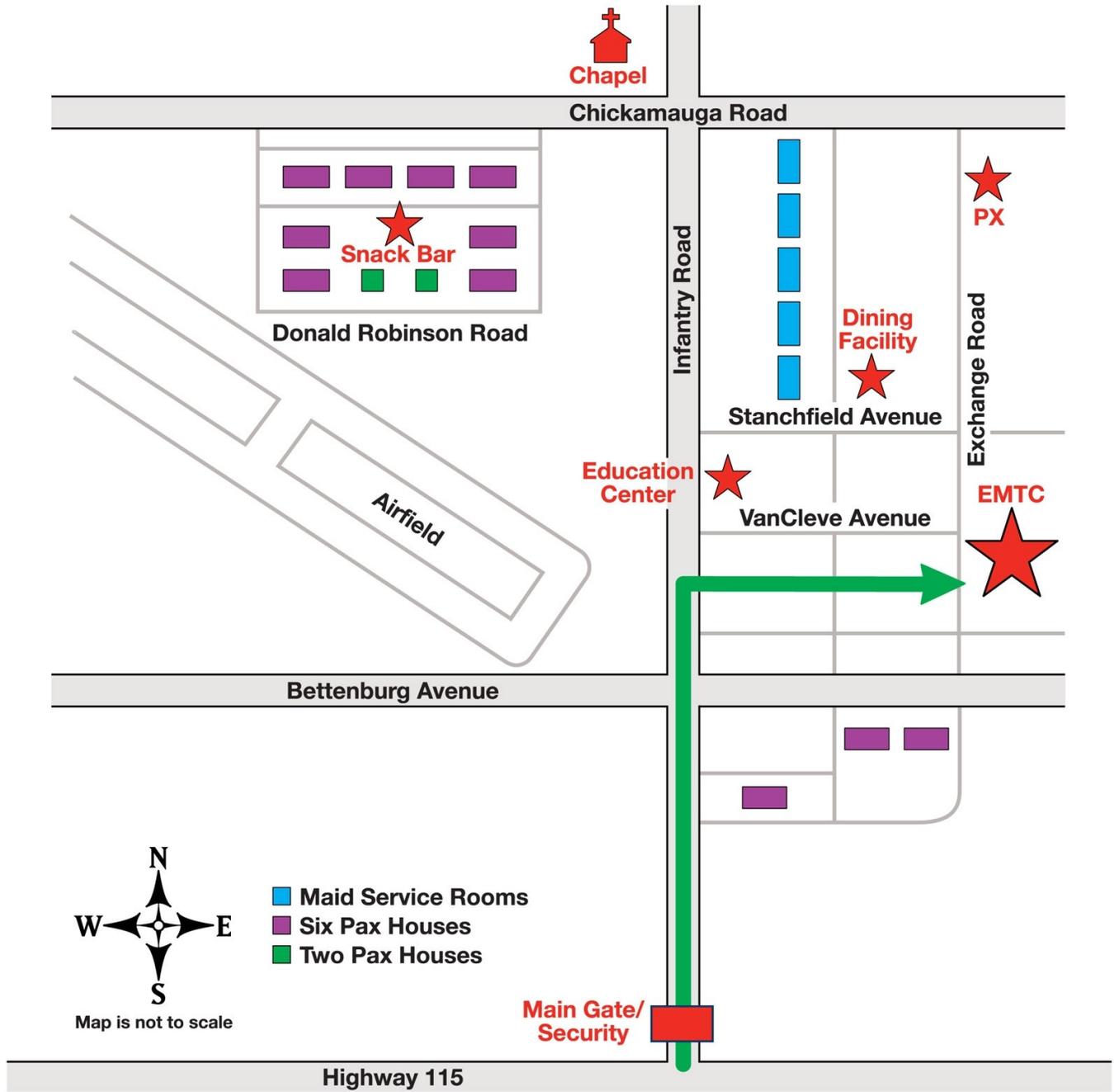
Upon arrival at Camp Ripley, proceed to the Education Center Building (Building 6-76), located on Infantry Road at VanCleve Avenue, to sign out access keys and complete the required facility use forms. The Housing Office is the first office on the left, inside the front entrance of the Education Center, next to the Billeting Service counter. The Housing office is open until 11 p.m.

Advise staff members you are there for check-in to the Emergency Management Training Center, (which is Building 6-78 and is located at the corner of Exchange Road and VanCleve Avenue.) You will be provided with the required forms to complete the check-in process. You will also receive a swipe key for the front door and a hex key to lock and unlock the panic bars on the exterior doors. Be prepared to provide the following information:

- How many personnel (approximate) will be attending your event and if you are using multiple facilities (i.e. Combined Arms Collective Training Facility CACTF, etc.)
- A primary and secondary Point of Contact (if you will not be present during the on-site check out process).
- You will also be asked for an emergency contact number.
- The address of your home agency.
- Arrange a time in advance to complete the required on-site check-out procedures.
Note: The Housekeeping Office is open until 4:30. Once Housekeeping is onsite at the EMTC, check-out will take approximately 20-30 minutes.

Note: Check-in can take up to thirty (30) minutes, so please allot enough time prior to the arrival of participants for this process.

Important: If you are planning to arrive at the EMTC to set up prior to your reserved class dates, you should contact the Housing Manager at (320) 616-3140 to ensure they can accommodate your request.



Equipment On Site

Room Equipment and On-Site Extras

All Breakout Rooms, Training Rooms and the Conference room come equipped with the following:

- Ceiling mounted LCD projectors with projection screens
- Computer (with DVD player), wireless mouse, and keyboard
- 50" television monitors
- Whiteboard
- Podium with cables for a laptop and a DVD player
- Microphone system including stationary podium microphone
- Teaching chair

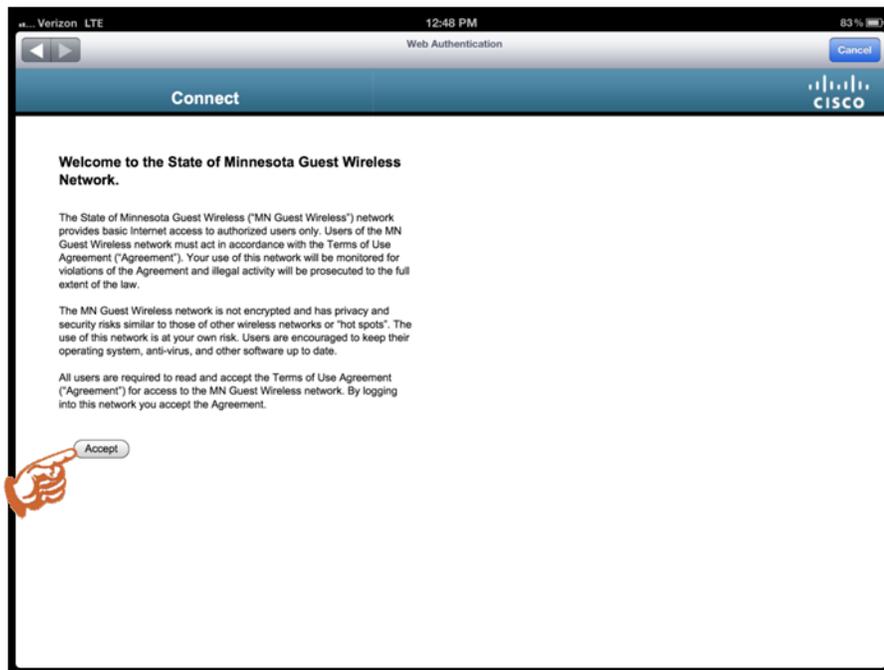
Important: All instructors or event coordinators are responsible for bringing their own laptop, power cords, Ethernet cables, PowerPoint presentation, USB drive, copies of all documents needed, dry erase makers and erasers, tape or any other office supplies.

Note: If you have difficulty operating the equipment or have basic questions, contact numbers can be found the Troubleshooting section on page 14.

Wireless Internet Access

The name of the wireless internet access service is GOPHER and it is available post-wide. When your device connects, a web browser should automatically open, if not, open a web browser manually and the MN Guest Web page should open. Next click the Accept button. You will be granted internet access.

Note: The access time is short and you may have to click Accept several times throughout the day.



Cell Phone Coverage

Cell phone coverage may be spotty in the classrooms. In order to take calls please exit to the outer hallways. Nextel users may have to exit the building. Please be considerate of others when using your cell phone.

Important: You are prohibited from using a cell phone on post while driving a motor vehicle.

Instructor Information

Welcome Brochure

Instructors or meeting organizers may print or send a copy of the [EMTC Welcome Brochure](#) to their participants which includes more detailed information about the training facilities, housing, and dining options at Camp Ripley.

The Welcome Brochure contains the following information:

- Break room information: pop and snack machines, coffee pots (groups must furnish coffee, cups, creamers, sugars, etc.), water, microwave, recycling containers, satellite television. (The break room is a shared space with other EMTC users)
- Smoking rules and location of smoking area – permitted in designated area only
- Overview of Camp Ripley Dining Facilities – cafeteria, snack bar and list of off-post options, if needed.

Breaks and Meals

The EMTC has a break room equipped with a refrigerator, microwave, vending and pop machines. This room is shared with others using the EMTC facility. You may make arrangements to provide coffee through Post for a small fee. Contact James Krousey at (320) 616-2708 or james.e.krouse.nfg@mail.mil to make these arrangements.

You may bring in your own refreshments/lunch and set it up in your room, the break room or request an additional room for this purpose. Catering is available through local restaurants:

- Little Falls: <http://www.littlefallsmn.com/Dining.php>
- Pierz: <http://minnesotarestaurantsearch.com/pierz-mn-restaurants>
- The Snack Bar at Camp Ripley has breakfast sandwiches, burritos, wraps, salads, burgers, bottles of pop, juice and milk, cookies, candy bars and chips. http://www.minnesotanationalguard.org/camp_ripley/px/.

You will need to provide the following information to the catering vendor: Building Name = EMTC and the room number.

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 a.m. —7:30 a.m. Cost \$5.00

Lunch 11:30 a.m.—1 p.m. Cost \$6.40

Dinner 4:30 p.m.—6 p.m. Cost \$6.40

Important: Please notify the Dining Facility Director at least one week in advance if your participants and/or trainers will be eating at the dining hall. For additional information and/or to notify the dining hall of how many people may be eating there, call (320) 616-9799 (office or (218) 232-3777 (cell).

Note: Alcohol is not allowed in the EMTC.

Checking Out

Clean Up

Any areas that have been used for hospitality (i.e. 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.

For check-out of the rooms you reserved, you must:

- Vacuum the room
- Wipe down the tables and counters
- Erase the white boards
- Return any equipment, that was not in the rooms prior to your event, to its correct location
- Return the tables and chairs to their original set-up (See pre-event configuration on page 5)
- Take out all the trash and replace the bags in the trash containers. Trash bags are located inside a locker in the janitorial closet and in the storage closet located inside the restrooms.

Note: The common areas such as the entry way, hallways and restrooms will be cleaned by the General Maintenance crew at Camp Ripley. If there are any issues or concerns with the common areas, you should contact the Department of Public Works (DPW) directly at (320) 616-3005.

After everyone has left the area, check to make sure that no doors were left open. Secure all external doors by using the hex key to lock the panic bars on each door.

Check Out

When you are ready to be checked out, call Housekeeping at (320) 616-3140. Camp Ripley personnel will meet you at the EMTC to go over the building check out sheet (page 15) and ensure that all items issued are present and building is returned to pre-event condition for turn-in.

Check-out is estimated to take up to thirty (30) minutes.

The EMTC front door swipe card and the hex key can be turned in to the Housekeeping Rep. during check-out.

Troubleshooting and Contact Numbers

On-Site Contact

If you have any questions or problems, please contact the EMTC Building Coordinator at (320) 616-6100. If they are not available, contact the Camp Ripley Housing Manager at (320) 616-3140. Finally if the Housing Manager is unavailable, contact the Camp Ripley Information Management Officer at (320) 616-2702.

Safety/Security Issues and Emergencies

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

Sample Check-In / Check-Out Sheet

Housekeeping: 320-616-3140

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

UNIT: HSEM DATE: 15 Oct - 17 Oct 12 Room(s): 126 A/B

Table with columns IS, II, and NOMENCLATURE. Lists items like KEYS, DESKS, CHAIRS, COMPUTERS, etc. with handwritten counts in the IS column.

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

ISSUE RECEIVED BY: (UNIT REPS SIGNATURE) RANK: DATE: PRINTED NAME: Mark Ham CELL PHONE: 763-291-5786

ALTERNATE POC: John Blood RANK: CELL PHONE: 651-797-8239

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)