

**Attention Trainees: Please read below regarding new safety procedures at NEORTC.**

**Starting Monday, April 9, 2007 the doors to the Education Center (NEORTC) will be locked at all times. Trainees who arrive at the building will need to press the intercom buzzer, located on the right side of the door, wait for a response, and then indicate to the person that they are from \_\_\_\_\_ County (or \_\_\_\_\_ agency) and are here for training before being able to open the door. Any time a trainee is out of the building (break, lunch time), they will need to press the buzzer for entrance. Once they come into the building for training, they will need to stop at the front desk area and receive a badge that they will wear to identify themselves as being in training. When they leave at the end of the day they will leave the badge in the training room or at the front desk in a designated basket. In addition, when trainees are getting their badges prior to the start of training, there will be a sheet placed at the front desk asking them to write their name, county, and their license plate number. These measures are designed to ensure the safety of all of our trainees who come to NEORTC. Thank you for your patience and cooperation and if you have any questions or concerns feel free to contact any of the NEORTC Training Coordinators or Jeanne Bennett, Manager.**