



## CONNECTICUT STATEWIDE EMERGENCY COMMUNICATIONS CENTER (CSECC) TRAINING ROOM POLICIES AND PROCEDURES

### Availability

- The CSECC training room is available to DSET and its associate vendors.
- The training room can be reserved during normal business hours.

### Reservations

- To reserve the CSECC training room submit a request by email: [DSET@CT.gov](mailto:DSET@CT.gov).
- Reservations are not complete until confirmation is received from DSET.

### Location

- The CSECC is located on the second floor, north wing of the CT Police Training Academy.
- Please enter the main door of the CT Police Training Academy to gain access to the CSECC.

### Parking

- Please use the parking lot in the front of the building. If the front lot is at capacity, park in rear of building or along the north side of the building. [Parking and Entrances](#)

### Access to the CSECC Training Room

- The CSECC is locked at all times, to request access to the CSECC, please contact the Network Control Center (NCC) upon arrival. The NCC can be reached by dialing 860-685-8008 or dialing 0 from the black phone located outside of the left door of the CSECC. Provide the NCC with your name/organization and the meeting title. Prop the outside door, allowing other meeting attendees access to the training room.

### Room Setup

- The training room has 11 tables and 25 chairs. All the tables face towards the front of the room.

### WIFI

- The CSECC's training room has internet access. Please use the Guest 2 network, the password will be made available once on site.

### Multimedia/Other Equipment

- The room is equipped with a ceiling mounted projector, 13' projector screen, public address (PA) system, whiteboard and video conferencing system. [Hyperlink to Equipment Instructions](#)

### Support

- Please open a ticket with the NCC for any issues related to the CSECC. The NCC can be reached at 860-685-8008.



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### Rules and Responsibilities

- Food is prohibited in the training room.
- Drinks with covers, caps or in cans are authorized in training room.
- Snacks may be consumed in huddle room.
- The person/group who reserved the room is responsible for cleaning. The training and huddle room must be left neat and tidy.

**\*\*DSET reserves the right to cancel meetings/trainings in the event the CSECC is activated.\*\***