

Grousbeck Center for Students & Technology

Policies and Procedures Manual



Perkins



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A. Welcome

Welcome to the Grousbeck Center for Students and Technology (GCST) at Perkins School for the Blind where innovation, interaction, and independence are encouraged. The GCST will vastly broaden Perkins' ability to integrate technology into every phase of preparing Perkins students for adult life, including academics, music, art, vocational and life skills, orientation

and mobility instruction, and recreation. The GCST offers the Perkins community-at-large the use of training and meeting rooms, technology training rooms, video conferencing, a music studio and an internet radio station.

Grousbeck Center for Students and Technology

DRAFT

On September 29, 2010 the construction of this 17,000 square foot social and teaching Center was launched, sparked by the generous gift of the Grousbeck Family Foundation. The opening in the fall of 2011, nearly 100 years following the move of the Perkins School for the Blind to its current Watertown location, is a giant leap into the 21st Century for the blind and visually impaired.



“This project started years ago as a tiny hope and dream of ours to do something that would move education forward into the 21st century for Perkins students.”

Corinne Grousbeck



The Center will be the catalyst for embracing new and emerging technology. It promises to be a social hub for Perkins students where they can exchange ideas, trade technology, and invite family and friends for shared experiences. Meanwhile, the Center will allow experts on Perkins Watertown campus to share expertise with colleagues worldwide via a teacher training facility linked to the internet.

The Grousbeck Center for Students and Technology is a LEED Certified *Green* building. Perkins School for the Blind continues to pursue educational and sustainable energy LEED credits with the goal to earn Silver Certification. The environmental standards in energy efficiency, construction materials used and the building’s design promotes Indoor Air

Quality ideal for students in a learning environment. The design for the Center is the work of Graham Gund Architects and construction was done by Shawmut Design and Construction.

GCST Steering Committee

Mission Statement

The Grousbeck Center for Students and Technology (GCST) Steering Committee serves as a cross-program advisory group to establish policies and procedures for the operations of the GCST. Especially during the first year of the GCST operations, the Steering Committee will meet on a regular (monthly) basis to troubleshoot problems and modify policies and procedures based on end-user experiences.

Further, the Steering Committee hopes to establish policies and procedures that:

- Ensure a collegial environment
- Encourage cross-campus, appropriate use of the facilities
- Maximize space utilization
- Support broader suitable community use

The Steering Committee will work closely with the GCST Operations Coordinator (OC). The OC will help identify issues for the Steering Committee to address.

Contact Information:

<p style="text-align: center;">GCST Address</p> <p>Grousbeck Center for Students and Technology Perkins School for the Blind 175 North Beacon Street Watertown, MA 02472</p>	<p style="text-align: center;">GCST Operations Coordinator</p> <p>Name: Amy Ryan PHONE: 617-972-7557 Cellular Phone: 617-610-6235 EMAIL: Amy.Ryan@Perkins.org</p>
<p style="text-align: center;">GPS Address</p> <p>75 Beechwood Avenue Watertown, MA 02472</p>	<p style="text-align: center;">For General Information & Reservations:</p> <p>PHONE: 617-972-7788 EMAIL: GCST@Perkins.org</p>

All email addresses follow the firstname.lastname@perkins.org convention.

All phone numbers begin with "617-972-"

**Members of the
Grousbeck Center for Students and Technology
Steering Committee**

Betsy Bixler	Project Manager	Educational Programs	7213
Lisa Calise	Chief Financial Officer	Office of the CFO	7203
David Doherty	Director	Information Technology	7608
Joe Martini	Director	Perkins Products	
Betsy McGinnity	Director	Training Educational Resource Program	7519
David Nero	Chief Information Officer	Information Technology	7320
*Brenda Nicolas	Director	Support Services	7625
Dorinda Rife	Superintendent	Educational Programs	7866
Kathy Sheehan	Exec. Director	Trust	7876
Ana Quintana	Project Coordinator	Office of the CFO	7854
Amy Ryan	Operations Coordinator	Support Services	7557
Samuel Shaw	Coordinator of Student Activities	Programs and Services	7550

*Supervisor of GCST Operations Coordinator

Operations Coordinator Job Duties and Contact Information DRAFT

Under the general supervision of the Director of Support Services, the Operations Coordinator's primary role is to coordinate the planning, organizing, scheduling, and promoting of training, daily activities and special events held in the Grousbeck Center for Students and Technology.

- *Manages communications of the GCST and provides general information and referral to the appropriate Perkins School for the Blind staff and programs
- *Creates and updates building policies and procedures
- *Trains staff on how to reserve event space using appropriate software
- *Manages the scheduling of rooms within the established Guidelines and Policies
- *Manages the events calendar, processes reservation requests, changes and cancellations
- *Manages all outside contracts for space rentals
- *Monitors and updates the digital signage and responds to general information inquiries about scheduled events
- *Assists students, staff, event host, and others to select dates and appropriate space
- *Assists Event Host in identifying support services that may be required
- *Works collaboratively and cooperatively with departments, education directors and supervisors to ensure quality service delivery
- *Monitors buildings furnishings and non AV equipment for repair and/or replacement and contacts the respective department for service
- *Keeps all Perkins publications stocked with the help of other departments and programs
- *Signs out equipment and monitors operational status of computers, audio visual equipment, multi-media equipment, and office equipment <please see list of available items at reception desk>
- *Works with event host to coordinate use and trial run testing of the Center's Audio Visual Equipment
- *Serves as chair to GCST Steering Committee

B. GCST FACILITY

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Hours of Operation and Contact Information

	Building:	Student Center:
Monday – Friday	8:00 a.m. to 5:00 p.m.	8:00 a.m. to 9:00 p.m.
Saturday & Sunday	By Appointment	8:00 a.m. to 9:00 p.m.

Café:

Monday – Friday	TBD by Staff for Program use / By Appointment for Catering Use
Saturday & Sunday	TBD by Staff for Program use / By Appointment for Catering Use

Radio Station (located in Student Center):

By Appointment through Station Coordinator

Music Studio (located in Student Center):

By Appointment through Station Coordinator

Open Monday – Friday from 8:00 a.m. to 4:00 p.m.

Adaptive Technology Suite

By Appointment – please call (617) 972-7308

Building Open for Student Use but GCST Staff not available on the following holidays:

4th of July

Building Closed and Staff not available on the following holidays:

New Year's Day, President's Day, Patriot's Day, Memorial Day, Labor Day, Columbus Day, Thanksgiving and Christmas

Building Operational but Locked During School Vacation Periods:

School vacation periods vary from year to year, but in general they include a Holiday Break in December, a Winter vacation week in February, a Spring Vacation week in April and a Summer Recess for August.

General Facility Use Rules

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All Students, Staff, Patrons, and Guests

- *Please be courteous while enjoying the use of the GCST. The GCST is a hub of activity serving students, staff and guests and sound travels. Please keep in mind that the Center can host multiple events/meetings. Event hosts should share meeting and room locations with attendees before events begin, so as to respect other event host's space and privacy.
- *Please refer to specific policies that address Room Reservations, Use of Equipment, Food and Drink, Posting Notices, Hours of Operation, etc.
- *Please alert the Operations Coordinator or the Event Host of any issue that is affecting your experience.
- *Please take reasonable steps to ensure proper care of the building and equipment.
- *Please remember to place all trash and recyclables in the appropriate receptacles and leave the room or open area in the condition it was in prior to the event.
- *Please review *Description of Rooms and Content* for specific room food and drink guidelines.
- *Food and drink are not allowed in the Music Studio, Internet Radio Station, TTC (Technology Training Center) or near the Adaptive Technology devices.
- *The GCST is not responsible for the loss or damage of personal items.
- *Animals are not permitted in the GCST with the exception of guide or service dogs.
- *Roller skates/blades, skateboards, scooters, and bicycles are prohibited in the facility.
- *Smoking is not allowed inside the GCST. Smoking is only allowed at outside designated smoking areas.
- *In the interest of safety, all persons should evacuate the building calmly and immediately in the event of a fire alarm or other major emergency. Please see the Fire Evacuation Maps located in the *Emergency Response Plan*, which can be found in the Student Center, at the first floor AED station and next to the digital signage monitor on the second floor.

Please let us know how we can do better by contacting GCST@Perkins.org.

Thank you.

Eligibility for Use of Facilities

In order to reserve space in the Grousbeck Center for Students and Technology (GCST), patrons must be a member of one of the following categories:

- **Students:** Students enrolled at Perkins School for the Blind or participating in a Perkins School for the Blind program.
- **Student Organizations:** Student organizations must be registered with the GCST. Student organizations are permitted to hold events between the first and last day of classes during the spring, fall and summer semesters.
- **Perkins Sponsored Teacher, Student, Parent and Alumni Events:** Teachers, students, alumni, parents and guests registered in a sponsored educational, informational, vocational, training, alumni or special event.
- **Educational and Administrative Departments:** Use for official Perkins School for the Blind school purpose or special event.
- **Non-Perkins School for the Blind Groups, Alumni or Individuals:** Use of Grousbeck Center for Students and Technology must be approved by members of the GCST Steering Committee. Events will be assessed and a fee will be quoted for the use of the room(s) requested and certain services.

Description of Rooms and Contents

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Following is a description of the rooms available for use at the Grousbeck Center for Students and Technology. Each room's function and features are listed in the *Description of Rooms and Contents*; please contact the Operations Coordinator regarding additional needs or questions about the function of the rooms.

Please be sure to review GCST Policy and Procedures Section **C. Orientation and Training** and **D. Room Reservation Procedures** for guidance on how to reserve the following spaces. It is important to keep in mind that the AV in certain rooms will require proper training and preparation. This is key to running a successful event at the Grousbeck Center, please contact GCST@Perkins.org for training information.

Student Center

Function: A Space for Technological Creation, Recreation, Vocation, and Education.

Equipment:

- SmartBoard
- Large Screen television with cable access
- Wii, PS3, Xbox Kinect with assortment of games
- 3 public use computers and wireless printers
- Portable Stage <located in janitor storage; needs to be requested 7 days in advance for appropriate set-up>

Recording Lab

Microphones, Electronic Keyboard, Electronic Drums, Mixer, Guitar, Bass, IMac with Garage Band, Pro Tools, Midi Controller

Radio Station

Microphones, Radio Console, Production Equipment

Table(s) & Chairs: Large Couch, 9 Lounge Chairs, 4 laptop tables, 2 study tables with 4 chairs

Set-Up: Preset / Minimal change in setup allowed

Food & Drink: No food or drink in Radio Station, Music Room, or Game Room (W105c). Students may have approved snacks and drinks in Student Center. Drinks must be kept on **Electronic free** surfaces (i.e coffee tables, laptop stands; **NOT** computer desks, ps3 table, electronic cabinet). For other food and special events please contact GCST Coordinator of Student Activities to have foods approved.

Approved snacks for Student Center

Popcorn, Goldfish, Fruit, Pretzels, Baked Lays, Ritz, Triscuits

Telephone: One Cisco Campus Phone in the Game Room

Room Access: Open during Student Center Hours

Multi-Purpose Rooms 1 & 2 Location: First Floor, N103 & N105

Function:	The MPR is a large meeting space for events. It offers two rooms that can be separated by a movable wall <7 days advanced notice needed for proper set-up of this room in any configuration>. Room capabilities include presentations, Video and Audio Conferencing, Event recording, and product demonstrations with recording.
Seating & Layouts:	See AskHowe for additional room/ seating layouts 30 seated classroom style <60-70 with the room combined> 50 seated auditorium style <100-110 with the rooms combined> 100 standing room
Equipment:	<ul style="list-style-type: none">▪ Two (2) video screens <broadcasts can be different if rooms are separated / same if rooms are joined together>▪ Christie Projector▪ AV racks contain: Yamaha BlueRay DVD Player – PC - TV Tuner w/ standard cable access▪ 6 <3 in each room> floor boxes contain: data ports – power - RCA, HDMI, VGA and Mic plug-ins▪ Wall mounted control panels for media toggling
Table(s) & Chairs:	32 tables & 64 chairs <16 tables and 32 chairs on side for standard set-up – for larger groups, additional tables and chairs are available>
Set-Up:	Classroom set-up is standard (Please see AskHowe GCST page for other options)
Food & Drink:	Allowed only for catered events <please confirm with Operations Coordinator>
Telephone:	One Cisco Conference Phone in each room <please note that the phone is stored and event hosts must arrange set-up with Operations Coordinator 7 days prior to event or meeting>.
Room Access:	Open during reservations and building hours

Beyond Perkins Learning Lab Location: First Floor, N110

Function:	Training of Secondary and Outreach (Summer & Co-op) students
Seating & Layouts:	6-12 / Preset Layout
Equipment:	Floorbox <each room> with data ports and power, 2 – PC desktop computers
Table(s) & Chairs:	Computer Stations and meeting/learning spaces
Food & Drink:	NO FOOD ALLOWED – covered drinks are allowed

Telephone: 2 - Cisco campus display phone with conferencing feature

Room Access: Hours may vary

Flex Room Location: First Floor, N108

Function: The Flex Room is a smaller meeting space for campus events not requiring AV. The room is situated next to the copy room/work room and offers a great space for staff and students to work on school projects, run student and staff organization meetings and the like.

Seating & Layouts: 6-12 / See GCST INTRANET site for additional room/seating layouts

Equipment: Floorbox <each room> with data ports and power

Table(s) & Chairs: 4 Tables & 12 Chairs <each room>

Set-Up: Meeting set-up (Round Table) is standard (Please see AskHowe GCST page for other options)

Food & Drink: Allowed only for catered events <please confirm with Operations Coordinator>

Telephone: One Cisco campus display phone with conferencing feature

Room Access: Open during reservations and building hours

Large Conference Room Location: Second Floor, W203

Function: The Large Conference Room is a large meeting space for round table discussions. Room capabilities include general meeting space, presentations, Video and Audio Conferencing and Event recording.

Seating & Layouts: 20 / See GCST INTRANET site for additional room/seating layouts

Equipment:

- One (1) video screen
- Christie Projector
- AV rack contains: Yamaha BlueRay DVD Player - PC - TV Tuner w/ standard cable access
- 2 floor boxes contain: data ports – power - RCA, HDMI, VGA and Mic plug-ins
- Wall mounted control panels for media toggling

Table(s) & Chairs: 10 Tables & 20 Chairs

Set-up:	Meeting set-up (Round Table) is standard (Please contact Operations Coordinator for other options)
Food & Drink:	NO FOOD SET UP ALLOWED – covered drinks are allowed / Exceptions are made on a case by case basis
Telephone:	One Cisco Conference Phone
Room Access:	Open during reservations and building hours

Small Conference Room Location: Second Floor, N202

Function: The Small Conference Room is a meeting space for round table discussions. Room capabilities include general meeting space, presentations, SmartBoard presentations.

Seating & Layouts: 6-8 / No additional room layouts offered

Equipment:

- One (1) SmartBoard
- AV rack contains: Yamaha BlueRay DVD Player - HP Main Computer - TV Tuner w/ standard cable access
- 1 floor box contains: data ports – power - VGA plug-ins
- Table top AMX control panel for media toggling.

Table(s) & Chairs: 1 Table & 8 Chairs

Set-up: Established - One conference table

Food & Drink: NO FOOD ALLOWED – covered drinks are allowed

Telephone: One Cisco Conference Phone

Room Access: Open during reservations and building hours

Technology Training Room Location: First Floor, N107

Function: The TTC is a large computer workstation equipped space for staff trainings. Room capabilities include presentations, Video and Audio Conferencing <Skype Conferencing>, event recording, and product demonstrations with recording.

Seating & Layouts: 14 plus Instructor / No additional room layouts offered

Equipment:

- One (1) video screen
- Christie Projector

- AV rack contains: Yamaha BlueRay DVD Player – MAC Mini Main Computer - TV Tuner w/ standard cable access
- 2 floor boxes contain: data ports – power - RCA, HDMI, VGA and Microphone plug-ins
- Wall mounted control panel for media toggling.

Table(s): 14 Computer workstations plus Instructor station with overhead projector

Set-Up: Preset

Food & Drink: NO FOOD ALLOWED – covered drinks are allowed

Telephone: 4 - Cisco Desktop Phones for training

Room Access: Open during reservations and building hours

Adaptive Technology Suite Location: Second Floor, W201

Function: Demonstrations, evaluations and training of Adaptive Technology devices

Seating & Layouts: 10 / No additional room layouts offered

Equipment: CCTV, software screenreaders, Notetakers, Braille Display, Handheld Magnifiers, Digital Book Readers, etc.

Accessories: NA

Table(s): NA

Set-Up: Established

Food & Drink: Not Allowed

Telephone: One local campus phone

Room Access: By Appointment - please call (617) 972-7308

ADDITIONAL TECHNOLOGY FOR EVENT USE:

- Sony AnyCast Station Live Content Producer: Mobile, multimedia production recorder
 - Can be used in MPR's, TTC and Large Conference Room
- 2 - Wolfvision Visualizer: Digital overhead projector

C. ORIENTATION & TRAINING

A description of training offered to staff.

Following is a brief description of training for the following rooms:

Small Conference Room

Large Conference Room

MPR 1 & 2

TTC

Systems Operations: This scenario based training will give staff a comprehensive understanding of how to run a successful presentation at the GCST. Systems Operations training will offer event hosts the opportunity to plug and play multiple devices in the Center, run through trouble shooting techniques and customize the most effective AV set up for their individual needs.

Advanced: Training on the Video Conference options and use of the cameras are offered intermittently throughout the year. Please submit a request to your Direct Supervisor, who will then contact the Operations Coordinator regarding training.

Following is a brief description of training for the following rooms:

Student Center

Radio Station

Recording Lab

Student Center: In this training you will learn basic room operations - Lights, Shades, TV and Cable and Computers. There will be an overview of space and guidance for usage, this will include, how to watch movies, listen to Perkins Radio through overhead speakers, play video games and host events.

Radio Station: To use the Radio Station a person must complete 3 training sessions with either the GCST Coordinator of Student Activities or our Radio Station Manager. Each session will last about 45 minutes. Users will be assessed in the final training session and cleared, either to be able to use station on their own, or only with a cleared staff member. After clearance, staff may schedule time to use the Station, apply for a weekly slot, and/or drop-in outside of scheduled programming.

Recording Lab: To use the Recording Lab a person must complete 2 training sessions with the GCST Coordinator of Student Activities. Each session will vary in length depending on desired usage. Users will be assessed in the final training session and cleared, either to be able to use

lab on their own, or only with a cleared staff member. After clearance, staff may schedule time for use.

Staff “Off Hour” Usage of Recording Lab

Staff members are allowed to use the Recording room for personal projects. After completing the 2 Recording Lab trainings, staff can schedule Recording Sessions through FS Direct. **In exchange for Recording Lab time, staff will be expected to either volunteer at events or play live either in the GCST Music series, or for the Perk Café. 2-3 hours recording:1 Volunteer hour/1 performance.** Preference for time slots will be given to students 7am-9pm M-F and on Weekends. Staff are encouraged to schedule time after 9pm M-F. See GCST Coordinator of Student Activities with any questions.

D. ROOM RESERVATION PROCEDURES

Introduction

The goal of the Grousbeck Center for Students and Technology is to serve the Perkins community-at-large through effective planning and the ability to respond to ad-hoc requests and spontaneous student activities.

The Policies and Procedures developed under the guidance of the GCST Steering Committee are intended to support the GCST's purpose and function and provide an environment where access to technology and training will flourish.

General Rules

Perkins' employees:

The primary user or Event Host must commit to their presence during the use of a reserved room or area.

Perkins' students:

To use the Student center, students must be accompanied by an appropriate level of staff supervision, to be decided individually by Cottage/Program. Staff must be cleared on a device to use independently of GCST Coordinator of Student Activities, or GCST Radio Manager. To use the Radio Station or Recording Lab, staff must attend 3 training sessions and pass a clearance test. For other clearances ie: Smart board, Wii, PlayStation, Xbox Kinect, TV, a staff can contact GCST Coordinator of Student Activities for a Level 1 training session.

At this time, Students are not cleared to use space un-supervised.

Room Reservation General Guidelines and Advance Reservations

First consideration for reserving GCST rooms is given to the *First Priority* parties identified in the **Guidelines for Priority of Use**. The primary mission is for rooms to be utilized for their intended purpose and to serve the associated parties.

First Priority departments have an Advance Reservations period. Rooms are released following the end of the Advance Reservation period. Blocks of days and times for room(s) may also be periodically released prior to the end of the Advance Reservation period. The

Operations Coordinator will contact departments and individuals on the Wait List and accept and/or confirm requests. Wait List requests are accepted at all times.

The availability of a room is at the discretion and approval of the Operations Coordinator. The Operations Coordinator will give special consideration to departments or specific activities identified by the GCST Steering Committee prior to reserving rooms for general meetings. As a result, fulfilling requests for reservations will not operate solely on a First Come/First Served basis.

The Operations Coordinator reserves the right to change any requested space to an alternate space. This action, if necessary, will be done if no alternative solution is available. Parties should be aware of the GCST Cancellation Policy prior to submitting a Room Reservation.

First Priority Departments allowed Advance Reservations

Sixty (60) Days in Advance

Perkins Training Center
NEC
Outreach

Seven (7) Days in Advance

Educational Programs

September 1st for School Year

Educational Partnerships

Guidelines for Priority of Use

Student Center

First Priority

Students enrolled in On-Campus Programs and Outreach Programs; and student participants in an Educational Program Activity with prior approval.

Recording Lab

First Priority

Students enrolled in On-Campus Programs and Outreach Programs; and student participants with prior approval.

Radio Station

First Priority

Students enrolled in On-Campus Programs and Outreach Programs; and student participants with prior approval.

Flex Room

First Priority

Vocational experiences for Perkins students, Student Social Groups

Beyond Perkins Learning Lab

First Priority

Vocational experiences for Perkins students, Student Social Groups

Multi-Purpose Rooms #1 and #2

First Priority

Perkins Administration meetings and Perkins sponsored training activities, e.g., Perkins Training Center, NEC and other departments for campus-wide training

Large Conference Room

First Priority

Perkins staff or sponsored groups requiring videoconferencing capability

Small Conference Room

First Priority

Training space on use of Smart Board

Technology Training Room

First Priority

Computer and software training for Perkins staff and Perkins sponsored groups by Information Technology and Adaptive Technology staff

Adaptive Technology (AT) Suite

Restricted to Perkins Products and Adaptive Technology

Requesting a Room Reservation

To schedule a meeting, event or activity, please use SchoolDude's FSDirect software. Training on this software is offered monthly by the GCST Operations Coordinator and / or another staff member from Support Services.

Before submitting your request through FSDirect, please use the **Event Management Form**, found in the appendix of the GCST Policy and Procedures Manual or on the Perkins School for the Blind intranet, as a guide and checklist for submitting your reservation. Prior to submitting a reservation please view the calendar for availability <located on the Perkins School for the Blind INTRANET site under *Other Campus Resources*>. You will receive a SchoolDude reply within 24 hours or the following business day after a weekend or holiday. Perkins School for the Blind reserves the right to deny space usage for a group or event if the event scope is beyond the physical or technical abilities of our staff or facility.

For information on FSDirect and other SchoolDude modules utilized by Perkins School for the Blind, please see the Support Services INTRANET page.

Is this your first time requesting a room reservation?

If this is your first time requesting a **Room Reservation** or if it is your first time using a particular room or area it is advised to become familiar with the following policies and procedures:

[General Facility Use Rules \(P. 10\)](#)

[Orientation and Training \(P. 16\)](#)

[Room Reservation General Guidelines and Advance Reservations \(P. 18\)](#)

[Description of Rooms and Contents \(P.12\)](#)

[Guidelines for Priority of Use \(P.20\)](#)

The GCST Operations Coordinator is responsible for space reservation of the Grousbeck Center for Students and Technology. The Operations Coordinator ensures that there is no overlap between events and that there is ample time for students, staff, and other guests to set-up and break-down. This allows for equipment or items needed are ready to meet the requirements of the meeting.

Please let us know how we can do better by completing a GCST Feedback Form at the conclusion of the event.

Thank you.

Cancellation Policy

The goal of the GCST staff is to serve the Perkins community-at-large through effective planning. To do so, the GCST Operations Coordinator requires formal notification of cancellations at least forty-eight (48) hours prior to a scheduled event.

Note: Revisions to a confirmed scheduled event should be communicated to the Operations Coordinator in a timely manner. Please send an email to GCST@Perkins.org with the Schedule ID and a description of changes that need to be made to the reservation.

Failure to Cancel

Cancellations not received in writing, via email, at least forty-eight (48) hours prior to a scheduled event are subject to the actions stated below.

- **Student Organizations and Teacher/Student Educational Activities**

If a reserved space was not used and was not canceled in accordance with the timeline above, the Student Organization or the Teacher of the Student Educational Activity will receive a verbal and written reminder of the Cancellation Policy on the first occurrence.

A second such occurrence will result in a written warning to the Student Organization or the Teacher of the Student Educational Activity and the Education Director.

A third such occurrence will result in a written notification to the same parties identified in the second occurrence. A three month suspension of use and a charge to the program of any food or service ordered through Support Services may be assessed to the Student Organization or Department.

- **Perkins' Departments**

If a reserved space was not used and was not canceled in accordance with the timeline above; the department manager and/or staff member will receive a written reminder of the Cancellation Policy on the first occurrence.

A second such occurrence will result in a written warning.

A third such occurrence will result in a written notification to the same parties identified in the second occurrence. A three month suspension of use and a charge to the department of any food or services ordered through Support Services may be assessed to the Student Organization or Department.

- **Non-Perkins School for the Blind Groups and Individuals**

Non-Perkins School for the Blind groups and individuals who reserve facilities but do not use and fail to cancel the reservation at least forty-eight (48) hours prior to a scheduled event will be responsible for associated fees, as stated in the signed reservation agreement. Perkins School for the Blind reserves the right to deny space usage for a group or event if the event scope is beyond the physical or technical abilities of our staff or facility.

General Food and Drink Policy

In general, providing and servicing food and drink at the GCST should be limited. However, it is understood that particular events may warrant or visitors may have an expectation to be served food and drink. This policy is a general guideline that will be reviewed in the future.

For Perkins School for the Blind departments and non-Perkins' clients, arrangements for receptions, parties, conferences, meetings, etc. are to be made with Storeroom or an approved catering company at least ten (10) business days in advance of the event.

For Perkin' student organizations, arrangements for parties, dances, meetings, etc. are to be made with the catering staff at least twenty-one (21) days in advance of the event. For all catered events, final arrangements must be completed and guaranteed numbers confirmed seventy-two (72) hours before the scheduled event.

Coffee Service is allowed in most rooms. Please refer to the Description of Rooms and Contents to confirm. The Event Host may opt to use Perkins' Food Services or may bring in food and drink products from local take-out or fast-food restaurants and stores.

Set-up, cleaning and removal of Coffee Service brought in by Event Host from an outside source is the responsibility of the Event Host. Proper disposal and trash methods must be followed. Do not assume any coffee or food may be left behind or moved to an open area unattended or placed in the Cafe.

The Operation Coordinator must be informed if Coffee Service will be offered at least 48 hours prior to event to ensure the appropriate table is available in the reserved room.

Attendees or visitors may bring in their own personal coffee, drink or food only if the room reserved allows. All drinks must have a lid to limit the possibility of spills. Event Host is responsible to ensure visitors properly dispose of items.

Posting Notices, Signage, and Decorations

The GCST is a LEED Certified *Green* building. The building's construction materials along with the ventilation system maintain a high EPA standard for *Indoor Air Quality*. To ensure quality standards are maintained the interior surfaces need to be protected and cared for by specific methods and the introduction of substances needs to be limited.

Posting, Signage and Decorating issues not addressed within this policy should be discussed with the GCST Operations Coordinator prior to the event. If needed, assistance will be provided to identify alternative ways to hang or display materials that will not damage walls or finishes. These alternate arrangements must be resolved at least five days prior to the event.

Additionally, any damages done will be repaired by Perkins' Facilities staff, and the Department / Program and or organization will be billed for all costs incurred on the basis of materials required and staff time. Similarly, excessive cleaning charges will be billed to the event host and or organization.

Posting Notices, Posters and Flyers

Non-Perkins School for the Blind Activity

*No solicitations are allowed.

*No solicitations may be posted.

Perkins School for the Blind Sponsored Events or Student Activities

*Material must be approved by the Operations Coordinator and informed of the posting date and removal date.

*Event Host responsible for display and removal of poster, flyer or notice.

*Material not removed on removal date will be removed the following business day by Operations Coordinator and disposed.

*Notices may only be posted in designated areas. Attaching notices, posters or flyers to windows, panels, doors and other surfaces is not allowed. Do not use glue, tape or staples.

*Due to limited number of posting areas it is requested that posters, flyers and notices not be larger than 11x17. Table top and free standing easels and acrylic sign holders are available for use.

Digital Signage

A digital display exists in the lobby where the day's events are displayed for visitors to read upon entering the building.

Event Materials

Freestanding easels, tabletop easels and acrylic sign holders are available for use for any material signage or event handouts that require display for a temporary period of time or for the duration of an event.

Arrangements for use of the easel should be made ahead of time.

Free standing flip charts are available for use with adhesive stick 3M Post-It Easel Pads. These sheets can be adhered to plaster walls or glass for display. Please only use supplied markers, do not use Sharpies or any kind of permanent markers.

Decorations

It is anticipated that activities requiring decorations will be limited to annual celebratory events. Due to unique needs it is expected that the Event Host will work closely with the Operations Coordinator and Perkins' Facilities to find suitable solutions.

*Decorative items, displays, or exhibits that require flame or water cannot be used.

*No nails, screws, hooks, etc., may be driven into any walls, floors, or ceiling.

*Regular masking, box, scotch, or duct tapes are not permitted on any walls, floors, or ceilings.

*Tape may not be used on floors unless it is designated as “gaffers tape.”

*No decorations may be glued to any surface.

*No decorations may be hung from ceiling tiles or ceiling grids.

*No spray paint may be used in the interior of the building.

*No glitter, confetti, sequins, latex balloons or sand-filled items may be used.

Room Policies

Kitchenette (second floor)

The Kitchenette primarily services staff housed in the GCST for convenience. It contains a small sink, under-counter refrigerator, cabinet, and microwave. The kitchen is regularly stocked with dish detergent, hand soap, tissues, and paper towels.

Staff are asked to limit their use to meet their personal needs and/or for a guest. For coffee or food needs beyond a few guests it is anticipated these arrangements are made through Perkins Food Services or an approved private Catering Company.

Staff must clean up any spills after their personal use of the kitchenette. If you see something left by others please take the initiative and act accordingly. Staff must regularly purge food items from the refrigerator. Remove all leftover food prior to a weekend, holiday or vacation period.

For sanitary purposes and to ensure proper preventive maintenance of a *Green* building, proper trash disposal should be conducted on a regular basis. Any concerns or questions may be brought to the attention of the Operations Coordinator.

Café

The GCST Café is open to the Perkins community. Please note its operating hours are limited. The Café will be closed during school vacation and recess weeks. The Café is serviced by students receiving vocational training. It will offer hot and cold drinks and a variety of snacks and refreshments.

The Café can be utilized by staff for certain events. Coffee can be prepared by the event host (with prior instruction from the Operations Coordinator) for small meetings of 10 or less. For larger events, the area can be reserved for food set up and caterers use. Approval for use is based on student usage and Café capabilities.

For additional information on Café Policy please see Section J., Addendum C.

Student Center

Please see Student Center Policy – Section J., Addendum A.

Radio Station and Recording Lab

Please see Radio Station and Music Studio Policy – Section J., Addendum B.

Food Service/Catering

Please see the Food Services and Stores Catering Guidelines on AskHowe for more information. Please know that all Catering requests for Grousbeck Center events will need to be submitted in conjunction with a SchoolDude FSDirect reservation.

Perkins Products TECH Display Area and Adaptive Technology Assessment Suite

The products located in the Tech Display area, including tethers and audio description devices, will be maintained by Perkins Products. Should a question arise regarding demonstration or purchase of this equipment, please contact Perkins Products AT Customer Service Rep – 617-972-7308. A public use phone is located in the TECH Display area.

All devices will be updated on a quarterly basis and/or replaced as new product arrives. All defective or damaged products will be replaced as needed.

The assistive devices will be attached to an alarm system which tethers the equipment to a hub and sounds an alarm if the tether is cut or the device is pulled out of its location. Perkins Products is responsible for attaching tether alarms and audio description devices to all added product as well as replacing such devices if they are faulty or damaged. The Operations Coordinator or Perkins Products representative will be responsible for responding to the alarm and turning it off when required.

Facility Use Policy, Fees and Liability Insurance

(This policy applies to individuals and groups not affiliated with Perkins School for the Blind.)

Perkins School for the Blind, hereby further referred to as “School”, welcomes the use of our facilities by the community for purposes directly related to the educational, civic, cultural, recreational and social life of the community. While our School’s primary purpose is to educate children who are blind, deafblind, and visually impaired with multiple disabilities we hope to open our doors to the community to support educational programs and community enrichment activities.

Permission to use facilities shall be allowed at the discretion of the School and will be given with the understanding that the user assumes full financial responsibility and liability for actions of attendees, care of equipment and protection of school property.

Use of Facilities

Established organizations serving the residents of the Watertown, MA may apply to use School facilities provided the use is for an educational, civic, cultural, recreational, social or other legitimate purpose of the organization. Please see “Classification of Users” for further explanation and order of priority.

Process to Obtain a Facility Use Reservation

- All organizations requesting facility use must submit a request to GCST@Perkins.org. A response to this request
- You may print the application form, fill it out, and mail it or drop it off at the office during regular hours. Or you may submit your request online. (link to Facility Use Application form)
- All requests must be submitted no later than two weeks prior to the event.
- The Operations Coordinator and the Office of Support Services cannot “hold” space for any organization.
- Rooms are rented and reserved on a first come, first serve basis. In the event that simultaneous requests are received, Group 1 has the highest or greatest priority for building use scheduling and Group 3 the least. (please reference Classification of Users section)
- The application must be submitted by a designated person who will be responsible for the event. This person must be at least 21 years of age.
- Once the application is received, the School will calculate fees and send the approved application to the applicant. Once the applicant signs and returns the form, the form becomes the contract between the School and the applicant. The contract will contain the details of the event, a summary of fees and attached will be the School Facility Use Policy. This contract must be signed and returned to the GCST Operations Coordinator at least two weeks prior to the event.

- Permission to use facilities shall be allowed at the discretion of the School and will be given with the understanding that the user assumes full financial responsibility and liability for actions of attendees, care of equipment and protection of school property.
- Representatives who have been granted permission to use facilities shall not reassign, transfer, sublet or charge a fee to others for the use of school property.
- A certificate of insurance must be provided at least two weeks prior to event. (See Liability and Insurance section below.)
- Without a reservation confirmation, use will be denied.
- The School reserves the right to deny or withdraw facility use privileges at any time.

Liability and Insurance

- A Proof of Liability/Personal Injury/Bodily Injury and Property Damage Insurance Certificate is required for each event in the amount of least \$1,000,000 Bodily Injury and \$1,000,000 Property Damage, **and** having the School named as "an additional insured" on the policy. User is responsible for getting the insurance.
- A copy of the Certificate is due at least two weeks prior to the event.
- Failure to present proof of insurance voids all agreements.
- Events without the proper insurance on file will be cancelled.
- All users must agree to hold harmless the School and its agents and employees from and against all claims, damages, losses, and expenses including attorney fees arising out of or resulting from applicants' use of School facilities. A Hold Harmless statement will accompany the signed application form/contract.

To the maximum extent permitted by law, the renter agrees to indemnify and hold harmless the School, the Board of Education, individual Board members (both past and present), the School's administration and/or and other School representatives, employees, agents, and officials, for any claims, actions, liabilities, costs and expenses, including reasonable attorney fees, which are alleged to rise or result from , or are related to the renter's use of the property or the activities that are conducted by the renter on the property. This liability includes, but is not limited to, claims for bodily injury or death of persons and for loss of or damage to property. This liability does not include claims resulting from the negligent or intentional act of the School and/or its agents. Further, nothing contained within this provision shall operate to limit or waive, or be construed as limiting or waiving the School's immunity from liability as granted by state and/or federal law.

Fees Schedule

Please contact the Grousbeck Center Operations Coordinator at GCST@Perkins.org regarding a quote for your event.

Payment & Deposits

- The individual(s) who signed the application and agreement are responsible for payment of all charges associated with the related facility use.
- A 25% deposit of the event rental fee is due upon confirmation of the space.
- Remainder of payment is due 10 days prior to the event.

Cancellations

- Cancellations within 3 days of the event will be subject to loss of the \$100.00 or 25% fee.
- Cancellation less than 48 hours before the scheduled time of use will result in the full rental fee being charged.
- All cancellations must be in writing and either hand-delivered, emailed or faxed.
- If the School is closed due to inclement weather or any other unexpected reason, every effort will be made to reschedule the event at a mutually agreeable date and time. If this is not possible, a full refund will be given.

Prohibited Use

- School facilities are not available for private lessons or tutoring.
- School facilities are not available for private parties or family reunions.
- School facilities cannot be used for political gain.
- Games of chance, lotteries or other activities classified as gambling cannot be conducted on school premises.
- The exchange of money, checks, or credit card payments cannot be conducted on the School grounds or inside the facilities.
- Activity that promotes commercial gains cannot be conducted.

Parking

- Street Parking is available for up to two (2) hours on North Beacon Street and Beechwood Avenue Sunday-Saturday 7am-7pm. Parking on Beechwood Avenue is prohibited where there is no sidewalk.
- Parking in School parking lots must be arranged at time of Facilities Application. A Temporary Parking Permit will be emailed to applicant upon payment. The Temporary Parking Permit must be displayed on all attendee's vehicle dashboards.
- Depending upon day of the week and time of the event a section of the Beechwood Parking Lot can be made available for free.
- Public transportation is encouraged. MBTA Bus #70 / #70A stops at the corner of Arsenal St. and Beechwood Avenue, within a few minutes' walk of the Perkins campus.

On-Site Rules

- User groups are expected to leave all rooms and furniture in the condition and arrangement in which they were found. Any additional custodial services which are necessary to return the facility to the condition in which it was found shall be compensated by the using group.
- **NO ALCOHOLIC BEVERAGES may be served or consumed on school property.**
- NO SMOKING is permitted in School buildings. Smoking is allowed outdoors at designated smoking areas. Please ask for a digital copy of the campus smoking map for distribution to event attendees prior to event.
- The user is not entitled to use areas or equipment not specifically requested and approved per the Facility Use Application Form.
- All activities must be under competent adult supervision. Children attending this event must be supervised by an adult at all times. This includes trips to the restrooms.
- User groups must take reasonable steps to ensure orderly behavior and will be required at their expense to provide school-approved security personnel as determined necessary by the administration. The use of the school facilities will require that a School employee be present when the building is open.
- Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of pupils and employees. In the event that property loss or damage is incurred during use or occupancy of School facilities, the amount of damage shall be determined by the Office of Support Services and approved by the School administration, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within two weeks of receipt of the bill. The School will not be responsible for any loss of valuables or personal property.
- Approved users are restricted to the dates and hours approved and to the building area and facilities specified. Buildings will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled program time.
- Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit to block exits, aisle ways or stairways. Facility capacities, as determined by the Fire Marshall, shall be observed.
- All signage and decorations must be approved by the Operations Coordinator. Material and decorations may not be taped, stapled or glued to wall, windows, panels or other surfaces. Signage and decorations shall be removed immediately after the event.
- When a group or organization uses a facility during the time a custodian is normally on duty, the custodian will see that the facility is properly heated, that lights are turned on and that the doors are opened for the group's use of the facility.
- If the custodial staff is called away from regular duties to set up equipment and furniture, custodial services will be provided at user expense. If custodial staff is required for after-hours events, overtime pay for the period services are required and shall be charged to the user.

- Only School personnel may move or direct movement of equipment, furniture, etc. If projection equipment, lighting, and PA systems are to be used, arrangements will be made with to provide technically qualified personnel to perform the tasks at wage rate specified in the Tiered Fee Schedule. (link to Tiered Fee Schedule)
- Telephones are available in the GCST Beechwood Building Entrance entryway and the TECH Display area for local calls. In an Emergency, dial 9-1-1
- No food/drink items of any type are to be used in School facilities without the prior knowledge and consent of the Operations Coordinator.
- No kitchen facilities, refrigerator or office copy machines are available for use without prior approval from Operations Coordinator.
- Applicant must have their approved Facility Use Contract in their possession at the event.

Classification of Users

To ensure the care and preservation of School facilities and equipment and to ensure fairness and consistency in the implementation of School policy governing use of facilities, the following categories have been established. These categories have been approved to determine priority for facility use and a schedule fee has been provided for approved users when space and facilities are available.

Approval of all applications will be based upon the following criteria: benefits to the School and the community; educational contribution; potential wear and tear on school facilities; appropriateness of the activity; relationship of the activity to the stated mission of the School.

Category 1 will be given the highest priority and Category 3 the lowest priority. However, every effort will be made to accommodate all requests. Generally, Category 1 is only charged for after-hours use of School personnel. Category 2 receives an approximate 33% discount, except for selected items, and Category 3 is charged the full rate.

- **Category 1: Community Education Programs/School Support Groups**
Community Education programs provide student enrichment and support. School-related support groups could include but are not limited to: Parent-Teacher Associations, Parent Advisory Groups, School clubs, and local Scout organizations.
- **Category 2: Community Use Non-Profit Groups**
Community non-profit groups are defined as governmental agencies, church groups or organized groups who provide local, civic, educational, religious or cultural activities and are staffed by volunteers. Preferential consideration is given to groups who service or whose volunteers and participants are located or reside in Watertown, MA.
- **Category 3 Private Citizen Use/Non Profit Groups/Commercial Users**
Private Citizen Use/Non-Profit Groups/Commercial Users are defined as groups of community residents who are interested in using school facilities for a particular use such as recreational, educational, and cultural activities. A group or organization under this category may conduct training

or meeting sessions for employees related to their business, but may not actually generate revenue or profit from the activity.

F. BUILDING MAINTENANCE

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The Facilities Department will consult the Operations Coordinator for date(s) and time to perform work to avoid conflicts with scheduled use of the building.

HVAC

2 X Year Filters Changed

Annual Check pressure and refrigerates, and oil motors

Fire and Sprinklers

1 X Year Fire Damper Heat Sensors

2 X Year Electronic Sprinklers (Vendor: Simplex)

4 X Year Wet Sprinklers

1 X Year Test Fire Alarms during school break

Elevator

1 X Year Elevator Inspection (Mass. State Inspector)

Window Washing

1 X Year During school break

Light Bulbs

As Needed DSW replaces light bulbs in easy reach; all others replaced by Facilities

Cleaning

The building is cleaned by a custodian who is hired and managed by the Facilities Department and the Operations Coordinator. His/her hours are 12:00 p.m. – 8:30 p.m., Monday-Friday.

He/she can also be scheduled to work during late night and early morning events as well as weekends. He/she cleans floors, carpets, the front door, all reachable glass, Café tables, other tables, bathrooms, dusts and removes trash and recycling. Frequency and cleaning methods are performed within defined standards for a *Green* building.

PLEASE NOTE: Event Hosts are responsible for removing all event materials from the respective room used. Event Hosts are also responsible for making arrangements for the removal and disposal of all left-over food.

G. BUILDING ACCESS, PARKING, SAFETY & FIRE SAFETY

Card Access or Access Control is an electronic method for access through a door and is an alternative to using a lock and/or key. The purpose of a Card Access system is to provide a more secure environment for our students and staff and to reduce the distribution of keys that can be lost, misplaced or stolen.

A Card, Fob or a combined Photo ID/Card for Card Access is issued to employees, non-employees, subs, contractors, consultants, interns and coops who require access to doors equipped with card access. Each employee is responsible for securing their card at all times. Each employee must ensure proper use of the access card. You should not share your card with anyone for any reason.

Please email CardAccess@Perkins.org or contact the Human Resources Department regarding Card Access.

Parking

Perkins Campus Parking Policy seeks to ensure a safe environment for students, clients, staff, and visitors and to provide access for emergency vehicles.

- Employees are expected to observe parking regulations when parking a vehicle on the campus.
- Employees must register with the Human Resources Department to park a vehicle on campus. Employees must obtain a numbered Parking Permit to be hung from the vehicle rearview mirror. Unauthorized parking is of great concern to Perkins and, in certain areas, presents a serious threat to safety and security.
- All parking is at the owner's risk.
- Vehicles that are not currently insured, registered or inspected may not be parked on Perkins property.
- Parking Regulations will be monitored and enforced by Perkins Security.
- It is the employee's responsibility to display their Parking Permit tag hung from the vehicle rearview mirror in a visible manner. There will be no charge for replacement of damaged tags; replacement of lost tags will be five dollars (\$5.00).
- For further details, employees should refer to the Vehicle Parking Policy contained in the Safety and Security Handbook.

Safety

Perkins has a strong commitment to the safety and security of students and employees. For this reason, a number of in-service training programs are offered during the year, among them are training in the universal precautions required by the OSHA Blood borne Pathogens Standard, CPR/AED, First Aid, Crisis Prevention and Physical Intervention (C.P.P.I.), and Proper Lifting and Transfer Techniques. Employees are expected to maintain current certifications in those areas that are prerequisite requirements for their particular position. It is expected that employees will complete the required training sessions appropriate to their specific positions at the earliest opportunity following their starting date of employment. Each program schedules their in-service training programs.

Employee Injuries and Reporting Procedures

All employee accidents or injuries must be reported to the supervisor and the Human Resources Department immediately.

In the event of an accident or injury to an employee, the following procedure should be followed:

1. If an injury is deemed to be life threatening, the employee should be transported to the nearest emergency room.
2. If an injury is not life threatening but requires immediate attention, the staff member should report to his or her supervisor and then be referred to the Manager of Occupational Health and Safety.
3. If an injury is minor, the staff member should consult the Manager of Occupational Health and Safety as soon as possible.

If an employee is absent from work as a result of a work-related accident or injury, the supervisor must notify the Human Resources Department immediately on the first day that the employee is absent from work. This will insure proper reporting under the Workers' Compensation Laws. The School may be penalized if an injury is not reported to the Department of Industrial Accidents within the first five days following the employee's report of an injury.

Emergency Procedure Guidelines

The School has established an Emergency Procedures Guideline, which are distributed throughout different department and campus locations to address the following emergencies:

- Seizures
- Serious illness or injury
- Allergic reaction
- Medication Incident
- Fire
- Disabled fire alarm
- Utility emergency
- Lockdown
- Chemical threat
- Bomb threat
- Vehicle accident
- Student restraint
- Abducted student
- Lost or runaway student

It is important that staff members call **911 FIRST** if the situation warrants and specifically for the following emergencies:

Fire

Medical Emergency

Smell of Gas

Depending on the circumstance, the following staff members should be contacted:

Administrator – During regular hours contact specific program director or supervisor.

AEC – Administrator for Emergency Cover (AEC) is the designated administrator to call when specific needs

arise. **The AEC is on duty during non-school hours at 617-201-7512.**

NOC – Nurse On Call is a member of the Perkins Health Services staff who during school hours, **M-F 8:30 a.m. - 4:30 p.m.** answers calls at **extension 7800** to Health Services and during non-school hours **5 p.m. to 8 a.m. and weekends, vacations, holidays** is available by phone at **1-339-221-2405** for medically related concerns.

Answering Service – When the switchboard is closed, incoming calls to Perkins are received by an off-campus operator who forwards messages to the AEC and others.

Security – Officers on duty 24 hours a day can be reached at **617-201-0997**

Whenever you leave a message for the AEC, NOC, Security or any administrator, please clearly and slowly state your message, name, location, and phone number. If your call is not returned promptly, call again, and/or make contact with another person who can assist you.

In the event of a serious or emergency situation and staff member is unable to reach Security, AEC or NOC; it is appropriate to contact either:

Superintendent of Education Programs– 339-221-2297

Or

President – 617-308-5538

Fire Safety

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Evacuation Drills: School Buildings and Residences

An evacuation drill is scheduled within the first three (3) days of the opening of school in September.

Five (5) additional drills will be scheduled between October and June. At least one of these drills in the GCST will require the use of alternate exits.

In Case of Fire

Employees or students who detect smoke or a fire should notify their supervisor immediately. In the case of an emergency situation, they are instructed to activate the nearest fire alarm. The fire alarm will sound immediately within the building and simultaneously sound in the Watertown Fire Department. Smoke and heat detectors also trigger the fire alarm system. The Watertown Fire Department will respond to every alarm system activation.

Once an alarm is sounded, employees and students should immediately evacuate the building to a designated area away from the building. Employees are responsible for all of the students in their care at the time an alarm is sounded. Certain employees have a specific responsibility for “sweeping” assigned areas of the building to make certain that all employees and students have evacuated safely. They check each room and close each door making certain that everyone has been safely evacuated from the area. A roll call may be taken in certain situations.

The Watertown Fire Department turns off the alarm and signals once the source of the alarm is determined

and the problem has been taken care of. (During a planned fire drill, the alarm may be turned off by an engineer from the Facilities Department.) Once the Watertown Fire Department has determined that it is safe to re-enter the building, staff and students will be informed. In the event that employees and students could not return to a building, they would be redirected to a nearby building for safety and comfort.

Grousbeck Center for Students and Technology Evacuation Procedures

In the event of an emergency or a drill, all employees and students should proceed to the nearest emergency exit and then to the GCST designated area. The designated area for the GCST is directly behind the building (from the Front Door Lobby) at the sidewalk intersection of the parking lot walkway and the main entrance walkway, directly across from the pond.

Each area of the building has both primary and secondary exits.

FIRST FLOOR

Student Center, Quiet Study Room, Music Room, Radio Room:

Primary Exit is the Student Entrance door, Secondary Exit is the Student Center Patio Door.

Reception, Café, Lobby:

Primary Exit is the Main Entrance door, Secondary Exit is the Student Entrance door.

Multi-purpose Rooms 1 and 2, Training Room, Flex Rooms 1 and 2:

Primary Exit is the North Stair door, Secondary Exit is the Main Entrance door.

SECOND FLOOR

Adaptive Technology Rooms, Large Conference Room, Small Conference Room:

Primary Exit is the South Stair to the Main Entrance door, Secondary Exit is the North Stair to the North Stair door.

Second Floor Offices and Corridor Area:

Primary Exit is the North Stair to the North Stair door, Secondary Exit is the South Stair to the Main Entrance door.

Fire Safety Equipment

Fire Alarm Pull Boxes

When the firebox is pulled, the alarm sounds in that building or cottage. The pulling of the box also notifies the Watertown Fire Department.

Smoke and Heat Detectors

These devices also activate the alarm system and notify the Watertown Fire Department.

Fire Extinguishers

Fire extinguishers are located in all cottages and school buildings. Use with discretion. At Perkins, there are extinguishers for the following three classes of fires:

1. Ordinary Combustibles - Paper, wood drapes and others.
2. Flammable Liquids - Oil, gasoline, paint, grease and others.
3. Electrical Equipment - Wiring, overheated fuses, appliances and others.

The fire extinguishers in the Grousbeck Center for Students and Technology are multi-purpose ABC models that will work on all the above fires.

Lock-Down

In the event of a Lock-Down and/or Lock-Down Drill the following procedures must be set in place.

1. Operations Coordinator and/or Coordinator of Recreation are responsible for setting the doors to lock mode through S2.
2. The 2 areas of safety must be prepared. Shades must be drawn and staff, students and guests directed to occupy.
 - a. Student Center – Game Room
 - b. MPR 1&2
3. Staff in the 2nd floor office areas are required, if they can do so safely, to move to the 1st floor areas of safety.

H. Quick Reference

Adverse Weather Policy

In the event of special weather and other emergency situations, employees may call this designated phone line (617-972-7589) for information. Messages cannot be left on this phone line and any employees who will not report to work must call their supervisor to report the absence according to the regular procedures.

I. Appendix (Addendums, Additional Documents and Forms)

a. Campus Map

Campus Map



175 North Beacon Street
Watertown, MA 02472
617-924-3434
www.Perkins.org

DIRECTIONS BY CAR:

Exit the Massachusetts Turnpike (traveling east or west) at Exit 17. Follow signs marked "Watertown," leading to Galen St. Follow Galen Street, crossing bridge to Watertown Square. Bear right (not the hardest right along the river) onto North Beacon St. (Rte. 20). Follow North Beacon St. for about one-half mile to the Perkins campus on the right. Pass the campus entrance and turn right at the light onto Beechwood Ave. Parking lot is on the right.

DIRECTIONS BY PUBLIC TRANSPORTATION:

From the Green Line/Kenmore Station, take Bus #57/Watertown to the last stop, Watertown Yard. Cross the bridge and keep right, following North Beacon St. (Rte. 20). Campus is one-half mile on the right. (About 1 hour)

From the Red Line/Harvard Square, take Bus #71/Watertown to the last stop, Watertown Square. With your back to the river, walk to the right following North Beacon St. (Rte. 20). See above. (About 45 minutes)

Or, from Green St. and Prospect St. in Central Square, take Bus #70, usually marked "Waltham." Shortly after the Arsenal Mall, get off at Beechwood St. (tell driver in advance). Follow Beechwood St. to the left for one block. Campus is on the right across the street from Beechwood and North Beacon St. (About 45 minutes)