

Prior to Your Meeting/Training at the Contra Costa County Office of Education (CCCOE)

We look forward to hosting your meeting/training at the Contra Costa County Office of Education (CCCOE)!

Location: Las Trampas Room
On the 2nd floor, as you enter the Curriculum and Instruction (C&I) Dept.
Turn right at the first aisle
Las Trampas is at the end of that aisle

Building Location and Contact Information:

77 Santa Barbara Rd, Pleasant Hill, 94523
Receptionist/front desk phone number (925) 942-3388

Building Location and Parking:

Oak Park Blvd and Monte Cresta Avenue. Our actual street address is on a back street that intersects Monte Cresta. Directions to CCCOE are available on our website:
<http://www.cccoek12.ca.us/about/cccoemap.html>

There is a small **visitor parking** lot near the main entrance of our building. There is also a large parking lot at the corner of Monte Cresta and Oak Park. Please note that **all visitors must enter the building through the main entrance** and check-in at the reception desk to receive a visitor badge.

About CCCOE:

CCCOE plays a leadership role in the delivery of quality education to more than 174,000 K-12 students in Contra Costa. Under the leadership of an elected superintendent of schools and a five-member elected board of education, the CCCOE provides services to students, school districts, and the community.

- **Vision:** Education empowers tomorrow's global citizens
- **Mission:** To be the premier county education agency providing bold leadership, high quality programs, and innovative services

Find out more about CCCOE at www.cocoschools.org.

Convener/Facilitator Room Information:

As the convener/facilitator of the meeting, we'd like to make you aware of the following:

1. Your meeting is in the **Las Trampas Room**, located on the second floor within our Curriculum and Instruction (C&I) department.
 - a. The room has tables and chairs, trash and recycling cans, a phone, and an LCD projector screen. The room **doesn't** have a built-in computer or projector.
 - b. You are welcome to post things on the walls, either using easel paper with adhesive and/or tape. Please refrain from using pins/tacks, and remember to remove anything posted at the end of your meeting/training.
2. Unfortunately, there is **no copier available for public use**. The nearest commercial copy center is a few miles away. The final page of this hand out provides a list of local printing services.
3. During your meeting/training, **please keep doors closed**, to limit noise for those working in close proximity to the room.
4. During breaks, **please be mindful of noise and other interruptions** when you are outside of the meeting room. This includes **cell phone** use. While you may get the impression that others can't hear your conversation, sound travels across the floor with great efficiency. **Note:** Walking into cubicles while taking a call **doesn't reduce** the sound travel. If you need to take a call, and don't have time to get outside of the building, please take your call in the back work area where the copy machines are located. If you prefer, you can take the call in the back stairwell that is adjacent to the work area.
5. The training time requested should include **set-up and clean-up** time. Please be mindful of the time, as there may be another meeting/training scheduled for the same room immediately following yours. You are responsible for your set-up and clean-up. Please plan adequate time to clean-up the space, following your meeting/training:
 - a. Discard food and other trash in trash/recycling bins.
 - b. Wipe off tables.
 - c. Remove anything that was posted on the walls during your meeting.
 - d. Take all meeting/training materials with you.
6. At the beginning of your meeting/training, **please read the next page aloud** to participants. A copy of this page will also be laminated and placed in the room.

During Your Meeting/Training at the Contra Costa County Office of Education (CCCOE)

1. When outside of the meeting room, **please be mindful of noise and other interruptions.**
2. Please be mindful of **cell phone** use. While you may get the impression that others can't hear your conversation, sound travels across the floor with great efficiency. **Note:** Walking into cubicles while taking a call **does not reduce** the sound travel. If you need to take a call, and don't have time to get outside of the building, please take your call in the back work area where the copy machines are located. If you prefer, you can also take the call in the back stairwell that is adjacent to the work area.
3. **Bathrooms** are located off of the main lobby. The receptionist at the front desk can provide you access.
4. To access the **Wi-Fi** please choose the following wireless network:
 - a. **CCCOE Guest**
 - b. **Username:** cccoeguest@cccoe.net
 - c. **Password:** wireless
 - d. *The log-in information is also posted in the room*
5. There are **vending machines** located on the 1st floor of the building. Walk down the stairs, go through the door, and the machine is on your right. *If you prefer to use the elevator, please ask the receptionist for access,*
6. Please don't forget to **return your visitor badge** as you exit the building.

Information in Case of Emergency

Please take a moment to acquaint yourself with the meeting space and identify the emergency exit(s). There is a map on the wall that highlights your current location, as well as the exit route(s).

- Our address is **77 Santa Barbara Rd in Pleasant Hill**. The cross streets are Monte Cresta and Oak Grove.
- The **receptionist/front desk** can be reached at: (925) 942-3388
- If you need to evacuate the building, **follow the emergency exit signs**. In case of an emergency the meeting location for the building is the park across the street from the main entrance.

1st LEVEL

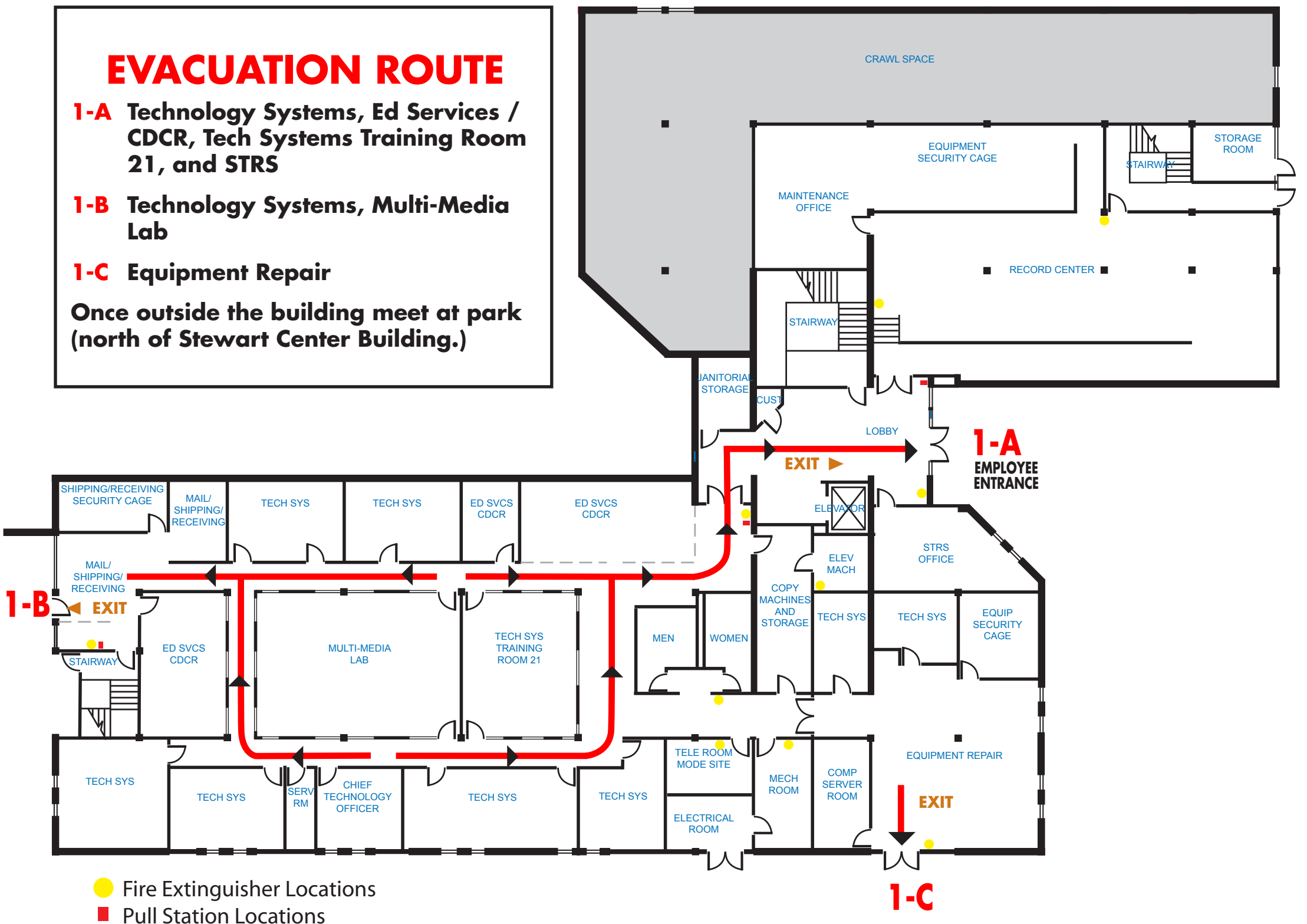
EVACUATION ROUTE

1-A Technology Systems, Ed Services / CDCR, Tech Systems Training Room 21, and STRS

1-B Technology Systems, Multi-Media Lab

1-C Equipment Repair

Once outside the building meet at park (north of Stewart Center Building.)



Emergency Procedures Information

1. There are **three (3)** exits on this level. Please refer to **Evacuation Route Map**.
2. **Fire alarm pull stations** and **fire extinguishers** are located in all **lobbies** and in each **doorway entrance**.
3. The audible **fire alarm** is a continuous **loud horn sound**.
A **visual blinking white light** will activate at all entrance and exit areas.
4. Lobby entrance **doors** will **automatically close** when **fire alarm is activated**.
5. **Call 9-1-1** in an emergency.
6. **DO NOT USE THE ELEVATOR** during emergencies.
7. **Physically disabled occupants can exit the first floor by Employee Entrance or Dock Loading Area. Second floor by Main Entrance Only. Third Floor will need assistance to exit via stairways.**

2nd LEVEL

EVACUATION ROUTE

2-A Human Resources, Livescan, Ed Svcs - CTE/ROP, Ed Svcs/ Curriculum & Instruction, Learning Resource Center

2-B Ed Svcs/Curriculum & Instruction, Las Trampas Room, Briones Room

2-C Educational Services and Mt. Diablo Room

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- Fire Extinguisher Locations
- Pull Station Locations

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3rd LEVEL

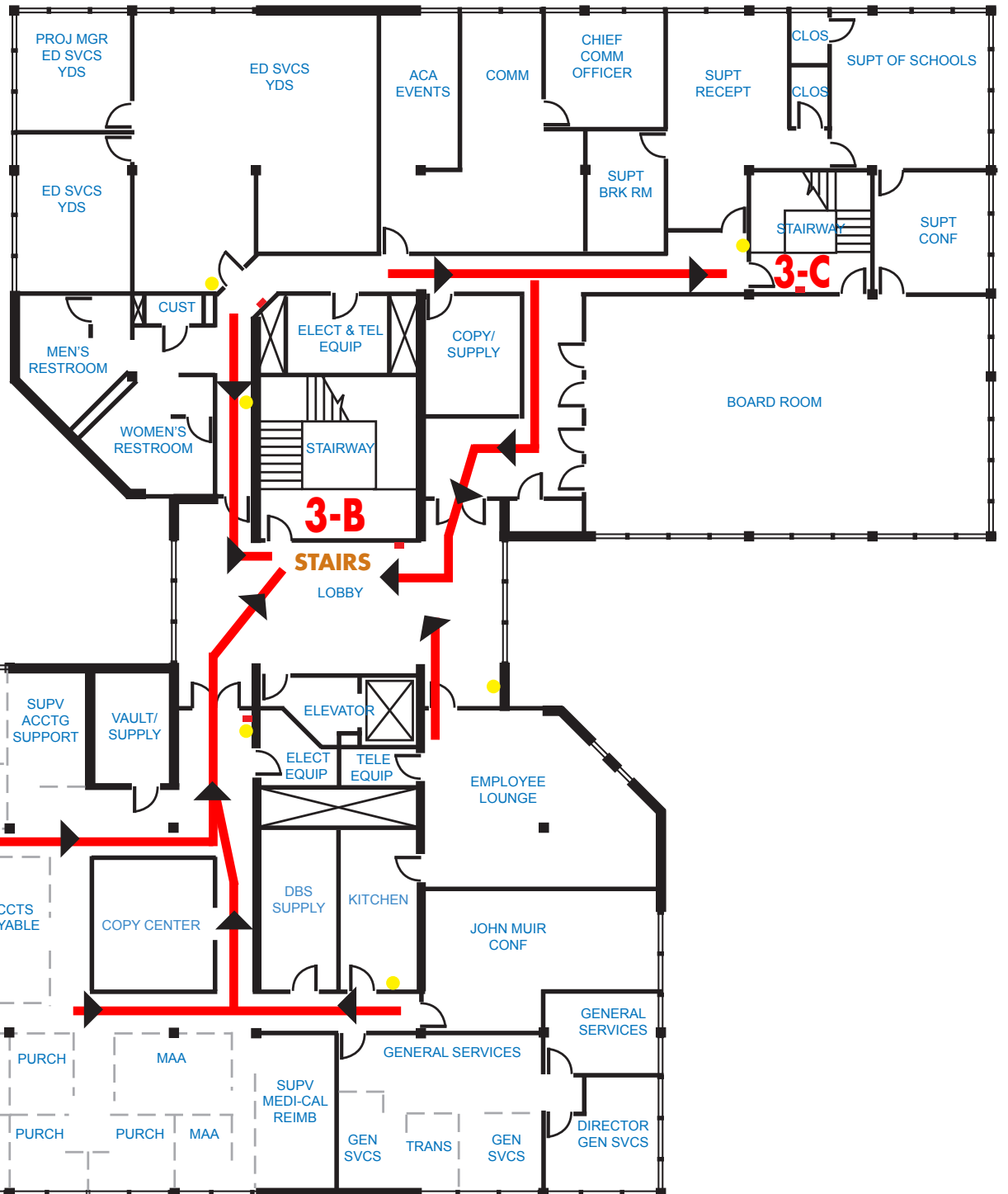
EVACUATION ROUTE

3-A Fiscal Services, and District Payroll Services, District Business Services

3-B Board Room, Youth Development Services, Staff Lounge, John Muir Room, General Services, Payroll, Accts. Receivable/Payable, Copy Center, Purchasing, and MAA

3-C Superintendent's Office and Communications

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● Fire Extinguisher Locations

■ Pull Station Locations

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Local Restaurants

Contra Costa County Office of Education
77 Santa Barbara Road, Pleasant Hill, CA 94523

<p>*Kobe Japan Restaurant 1918 Oak Park Blvd., Pleasant Hill Kobejapanrestaurant.com (925) 705-7065 0.4 miles</p>	<p>Yan's China Bistro 2929 N. Main, Walnut Creek yanschinabistro.com (925) 937-5968 1.0 miles</p>	<p>Urban Plates 60 Crescent Dr, Ste B, Pleasant Hill urbanplates.com (925) 378-5919 1.3 miles</p>
<p>*Round Table Pizza 1938 Oak Park Blvd., Pleasant Hill roundtablepizza.com (925) 798-4280 0.4 miles</p>	<p>Pasta Pomodoro 45 Crescent Dr, Ste C, Pleasant Hill pastapomodoro.com (925) 363-9641 1.2 miles</p>	<p>Zachary's Chicago Pizza 140 Crescent Dr, Pleasant Hill zacharys.com (925) 602-7000 1.3 miles</p>
<p>*Wences Restaurant 1922 Oak Park Blvd, Pleasant Hill wencesrestaurant.com (925) 566-8971 0.4 miles</p>	<p>Yalla Mediterranean 55 Crescent Dr, Ste F, Pleasant Hill yallamedi.com (925) 825-8644 1.2 miles</p>	<p>Nations Giant Hamburgers 1900 Contra Costa Blvd, Pleasant Hill nationsrestaurants.com (925) 798-4280 1.5 miles</p>
<p>Back Forty Texas BBQ 100 Coggins Drive, Pleasant Hill Backforty.us (925) 935-1440 0.8 miles</p>	<p>Sweet Tomatoes 40 Crescent Dr, Ste A, Pleasant Hill sweettomatoes.com (925) 348-9989 1.2 miles</p>	<p>Three Brothers From China 2001 Contra Costa Blvd, #50, Pleasant Hill threebrothersfromchina.com (925) 671-9100 1.7 miles</p>
<p>Pasta Primavera 2997 N. Main St., Walnut Creek pastaprimaverawalnutcreek.com (925) 930-7774 0.9 miles</p>	<p>Gotta Eatta Pita 35 Crescent Dr, Ste F, Pleasant Hill, gottaeatpita.com (925) 526-4826 1.3 miles</p>	<p>Pizza My Way 1300 Contra Costa Blvd, Pleasant Hill pizzamywayca.com (925) 521-1111 2.2 miles</p>
<p>Wendy's 2955 N. Main St., Walnut Creek wendys.com (925) 937-7269 1.0 miles</p>	<p>Jack's Restaurant & Bar 60 Crescent Dr, Ste A, Pleasant Hill ilovejacks.com (925) 849-6195 1.3 miles</p>	<p>Melo's Pizza & Pasta 660 Contra Costa Blvd, Ste A, Pleasant Hill melopizzapasta.com (925) 687-1880 4.9 miles</p>
<p>El Tapatio Restaurant 40 Golf Club Rd, Pleasant Hill (925) 676-2420 5.1 miles</p>	<p>*Safeway 600 Patterson Blvd, Pleasant Hill (925) 9338243 0.3 miles</p>	<p>Sprouts Farmers Market 1530 Geary Rd, Walnut Creek (925) 953-1113 1.0 miles</p>
<p>Black Angus Steakhouse 3195 N. Main St, Pleasant Hill blackangus.com 0.7 miles (925) 938-9900 (Dinner ONLY)</p>		

***Within walking distance of the Contra Costa County Office of Education**

Local Printing Services

Contra Costa County Office of Education
77 Santa Barbara Road, Pleasant Hill, CA 94523

Staples 2120 Contra Costa Blvd. Pleasant Hill, CA (925) 691-4060 4 min 1.1 miles	Staples 4498 Treat Blvd Concord, CA (925) 609-1014 14 min 5.9 miles
Office Depot 1631 Challenger Drive Concord, CA (925) 689-2582 7 min 3.9 miles	Office Max 2520 N. Main St Walnut Creek, CA (925) 934-8867 5 min 1.7 miles
Postal Annex 785 Oak Grove Rd, Suite E2 Concord, CA Phone number (925) 687-7151 9 min 3.4 miles	UPS Store 25A Crescent Drive Pleasant Hill, CA Phone number (925) 356-0405 4 min 1.3 miles