

# Appendix 2

## Command Center/Meeting Room

In some instances the investigative team will have to set up a “Command Center” out of which to conduct the investigation. This may be in a nearby hotel or business office complex. The size of the meeting room required is a function of the number of people expected to participate in the investigation. In general, regardless of the number of investigators dispatched, the meeting room should accommodate at least 30 people. Remember to account for the space required by support personnel, furniture, communications and computer equipment, telephones and power lines and the like when considering the desired capacity of the meeting room.

For very large investigations, a hotel ballroom, school gymnasium or other conference center facility may be needed to accommodate the investigation. In such instances, the room should be set up “theater style”, with tables and chairs set up in rows. If possible, an aisle should bisect the room, with aisles on either side of the rows of tables and chairs. There should be a head table at the front of the room to accommodate all investigators. A chalkboard and/or whiteboard should be available and a table should be placed at the rear of the room where reports, documents, and other material to be distributed to the parties can be placed. Another table should be provided for Public Affairs' use and telephones, but should be located away from the head table. Additional Command Center considerations follow:

- **Telephones & Communications.** It is absolutely essential that the Command Center be properly equipped to enable the investigators to communicate with their appointing authority. In setting up the communications for the Command Center, there should be a number of outside telephone lines in the meeting room. The telephones are for investigators to communicate with their appointing authority and would be for official use only.

If a “public affairs officer” is assigned, at least one outside telephone line should be reserved for him and for in-coming media calls. Because this line will likely receive extensive use, it should be placed away from the other lines so it will not disturb the work of others in the command center. In addition, reserve one line for the investigator’s use only, to receive calls from the appointing authority, and do not release this phone number to others. This will facilitate communications between the appointing authority and on-scene investigators.

It is also a good idea for the investigators to have mobile phones. These telephones may be obtained from the local telephone company, from local car rental agencies, or from local telecommunication specialists.

- **Equipment/Supplies** -- The meeting room will serve as the command post for managing the investigation. At the same time, it will also serve as the office and central meeting place for investigation participants. Consequently, the command post should be equipped with many of the tools of the modern office. These include the following:
  - photocopy machines (with sorters),
  - computers (either laptop or desktop)
  - printers, a telephone message board, and
  - mail boxes and a table to place mail and materials for each of the parties.

Because it may be unreasonable to ask the hotel, school or business center to acquire this equipment on short notice, the investigators should be prepared to arrange with local vendors to rent the equipment and the needed supplies. These supplies include toner and paper for the copiers and printers. The lead investigator should assure that these items are available in the command center:

- Attendance rosters
  - Subpoena Forms
  - Witness Statements Forms
  - On-scene organizational chart, where appropriate
  - Local telephone directory, and
  - A method to control/limit access by unauthorized personnel to the Command Center.
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- **Administrative Support** -- Depending on the size of the investigation, its scope, and the availability of administrative support personnel, temporary clerical/secretarial assistance may have to be hired for the command center. On a major investigation, a secretary or other command center assistant will be needed to answer the multitude of phone calls and to take and distribute telephone messages. In addition, someone will be needed to handle other administrative tasks, such as filing and photocopying.