



WELCOME
to the
Conference Center of the Americas
US SOUTHERN COMMAND
9301 NW 33rd St
Doral Florida 33172
Administrative Briefing



Administrative Notes

- Hours of Operation
- Emergency Procedures
- Security
- Food & Beverage
- Restroom Locations
- Tobacco Policy
- Dress Code



Business Hours

CCA Business Hours

Monday –Friday

7:30 am to 4pm

The facility closes at 4:30pm





Emergency Procedures

Emergency Evacuation

Use the nearest Exit

All exits are located on the ground floor

Emergency Rally Point

SOUTHCOM Events & Personnel

Proceed to your directorate's designated rally point

NON SOUTHCOM Events & Personnel

Proceed to CCA Rally point

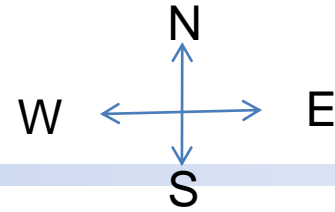
Across the parking lot by the fence line. AO take accountability & report it to CCA Manager.



Active Shooter

- **RUN** - Have an escape route and plan in mind & Leave your belongings behind.
- **HIDE** - Hide in an area out of the shooter's view. Block entry to your hiding place and lock the doors. Silence your cell phone and/or pager.
- **FIGHT** - As a last resort and only when your life is in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression and throw items at the active shooter

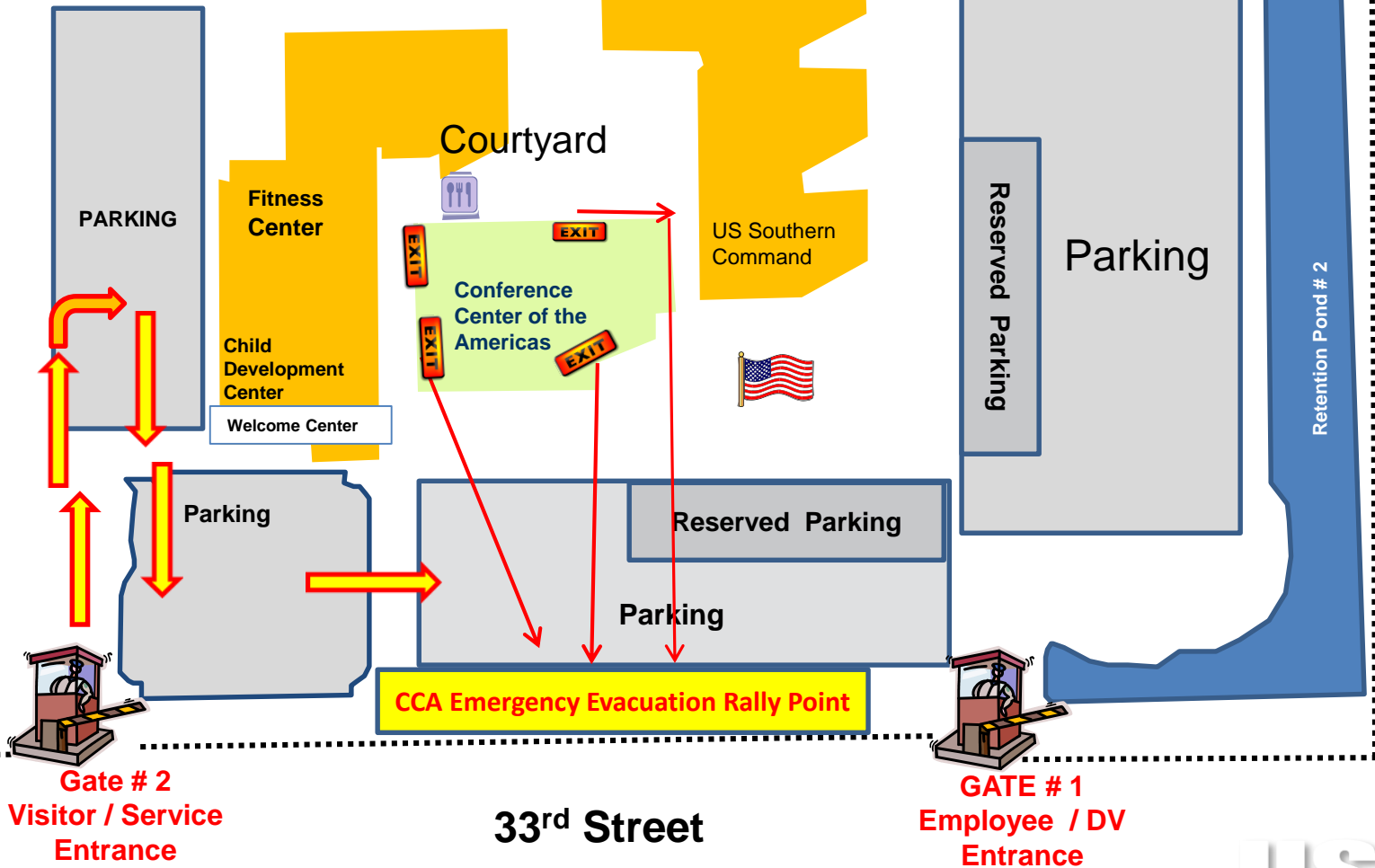
Call 9-911



97th AVE

Retention Pond # 1

Retention Pond # 2



33rd Street



Open Parking



SECURITY - **Secret** Environment

- The CCA is not an authorized for classified storage
- Leave all doors closed for the duration of the conference
-
- Do not leave classified information unattended



CELL PHONES & WIRELESS DEVICES

are not permitted in meeting rooms with a **SECRET** classification or higher.

Cell phone lockers and Laptop lockers are available in the CCA reception area



SECURITY - Unclassified Environment

- Connecting electronics to USSOUTHCOM ports or devices is **NOT** permitted (only exception is using a VGA cable to display your laptop on screen walls)
- Tablets, laptops and cell phones are permitted in meeting rooms during unclassified conferences
- USB devices and external hard drives are **NOT** permitted in meeting rooms



SECURITY – Media Destruction

Shredding Policy



- Everything with writing must be shredded or properly removed from the CCA.
- Remove staples, binder clips, paper clips etc. from documents!
- Do **NOT** put trash inside of shred bags.



SECURITY – Unattended Items



- Do not leave any unattended bags or packages anywhere in the building, to include conference spaces
- You may check in your items at the front counter



Food and Beverage Policy

Please limit the consumption of food
to tiled areas

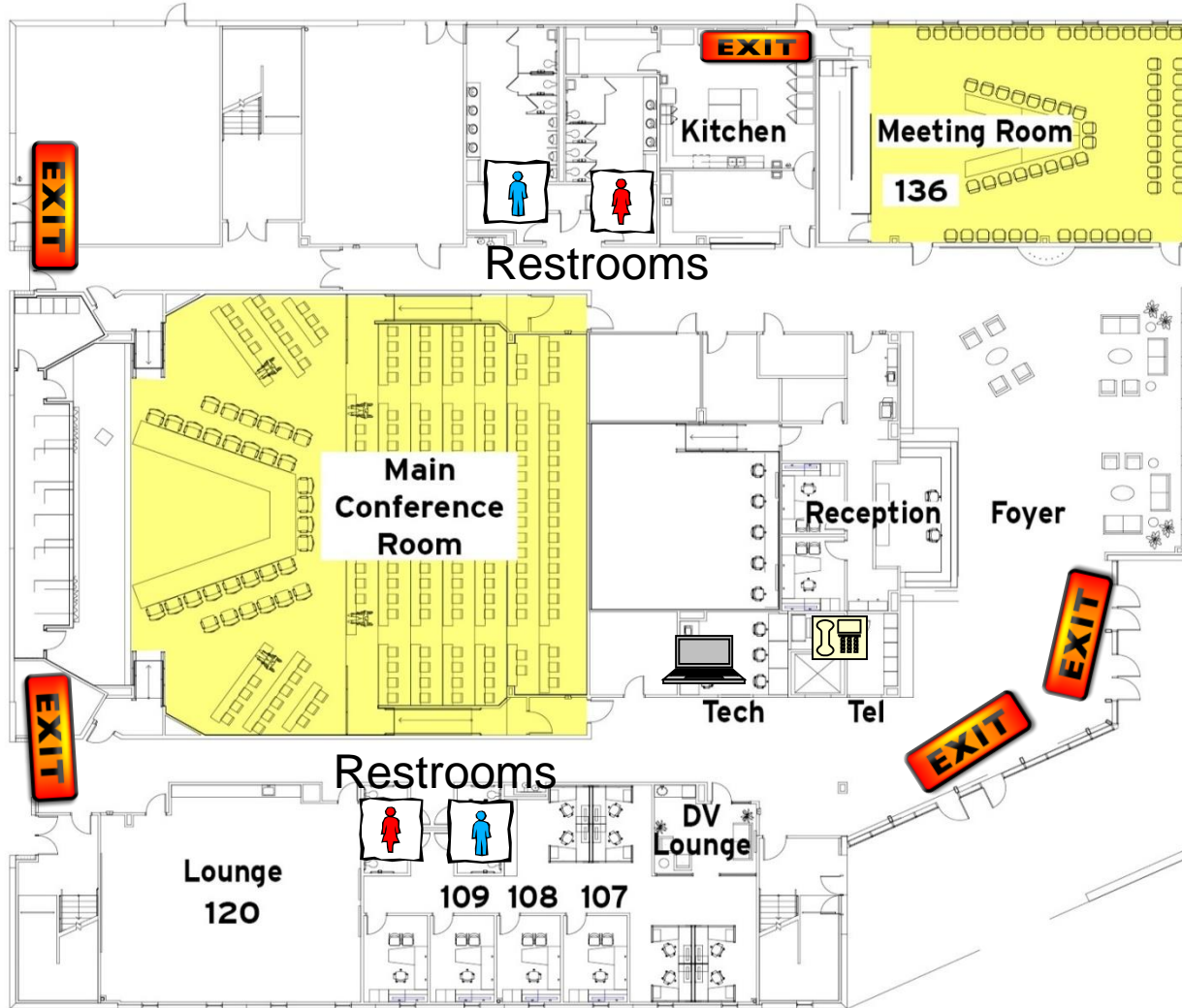
Only covered beverages are allowed
in meeting rooms

Please remember to use recycle bins



UNCLASSIFIED

CCA Floor Plan – First Floor



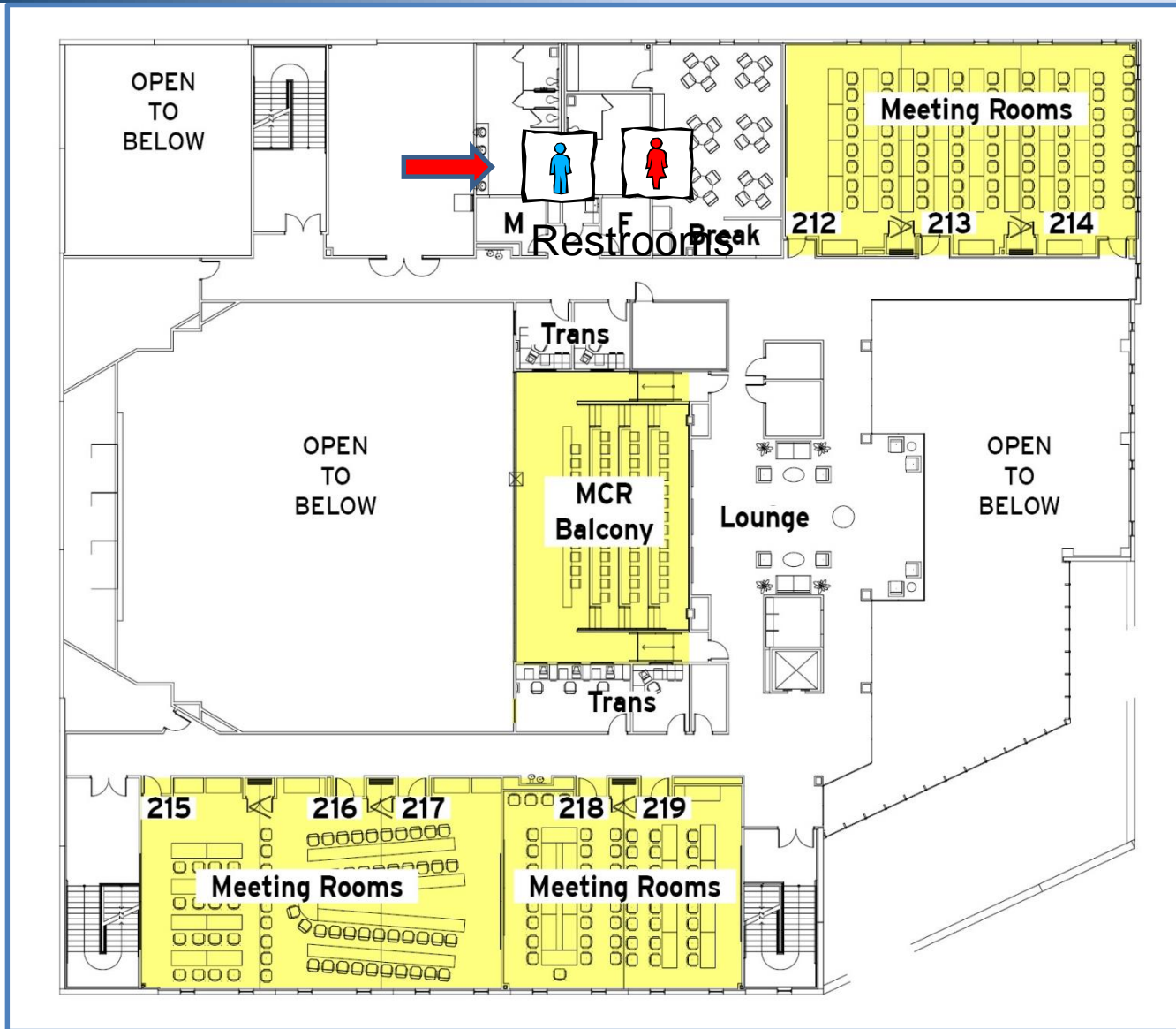
UNCLASSIFIED





UNCLASSIFIED

Restroom Locations – Second Floor



UNCLASSIFIED





SMOKING POLICY

**TOBACCO PRODUCTS
ARE NOT PERMITTED
(Including Smokeless Tobacco)**



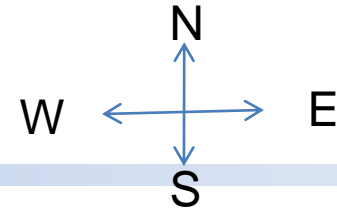
**DESIGNATED SMOKING AREA
is located in the
parking lot Southwest of the building**



Dress Code

- **Military**
 - Uniform in accordance with conference or
 - Uniform of the day
 - No PT Gear allowed
 - Civilian attire for military at least business casual
- **Civilians**
 - Business Attire in accordance with SOUTHCOM policy





97th AVE

Retention Pond # 1

Retention Pond # 2

PARKING

Fitness Center
Child Development Center
Badge Office
Welcome Center

Courtyard

Conference Center of the Americas

US Southern Command

Reserved Parking
Parking

Parking

Reserved Parking
Parking

CCA Emergency Evacuation Rally Point

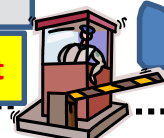
Smoking Area



GATE # 2
Visitor / Service
Entrance



33rd Street



GATE # 1
Employee / DV
Entrance



Food & Vending Machines

- Vending Machines available on the 2nd floor next to the stairwell
- Xpress Building
 - Food court
 - Convenience store