

Participant – Scheduling and Reserving V-Con Site for monthly ROCC Steering Committee Meeting

Action #1

Participant contact their local **V-Con site Coordinator** to reserve site a minimum of 2 (two) weeks in advance. Please refer to the VCON site Coordinator listing to locate your nearest VCON site and coordinator contact.

No Action

Participant does not contact their local **V-Con site Coordinator** to reserve site a minimum of 2 (two) weeks in advance.

Action #2

Participant contact **OHCS** via email to confirm reservation date, time and site coordinator contact information.

No Action #2

Participant fails to contact **OHCS** via email to confirm reservation date, time and site coordinator contact information.

Site may not be available.



Action #3

OHCS contact **State V-Con Coordinator** to hook up the scheduled / reserved site made by the participants at their local V-Con sites.

No Action #3

OHCS is not aware to contact **State V-Con Coordinator** to hook up the scheduled / reserved site made by the participants at their local V-Con site.

Actions Effect

ROCC meeting coordinated to take place on scheduled date and time. 😊

No Actions Effect

Participant arrives at V-Con site and equipment is not set-up and not able to be hooked up without advanced coordination with State V-Con Coordinator. 😞

Participant - Cancelling previous Scheduled and Reserved V-Con Site

Action #1

Participant contact their local **V-Con site Coordinator** to cancel reserved V-Con site with a minimum of 24 (twenty-four) hours in advance notice.

Action #2

Participant to contact **OHCS** immediately via email to indicate cancellation of V-Con site with cancelled meeting date, time and site coordinator contact information.

Action #3

OHCS contact **State V-Con Coordinator** immediately to cancel the previously scheduled / reserved site arranged by the participant made at their local V-Con site.

Actions Effect

All V-Con site coordinators are informed in a concise and effective manner of cancellation.



No Action

Participant does not contact their local **V-Con site Coordinator** or **OHCS** to cancel reserved V-Con site with a minimum of 24 (twenty-four) hours in advance notice.

No Action #2

Participant fails to contact **OHCS** immediately via email to indicate cancellation of V-Con site with cancelled meeting date, time and site coordinator contact information.

No Action #3

OHCS fails to contact **State V-Con Coordinator** to cancel the previously scheduled / reserved site arranged by the participant made at their local V-Con site.

No Actions Effect

High possibility of revoking local V-Con site privileges for agencies involved.



No Action

Local and State V-Con site had reserved and prepared equipment for scheduled meeting. Not cancelling causes tremendous strain on the current relationships built and established with local V-con Site Coordinator, State V-Con Coordinator between agencies involved.

