

# COUNTY ADMINISTRATION SOUTH



# Floor-by-Floor Directory

Welcome to the County Administration South (CAS). Please see the following building directory which includes a public counter providing residents the opportunity to receive services from multiple County departments in one place. The public counter, referred to as the County Service Center, is located on the first floor of CAS.

The Wellness Center and Fitness Center will be located on the first floor of CAS and will be available to employees. Both are scheduled to open in early 2020.

The Café will be open by late 2019/early 2020 and will be located on the first floor of CAS.

Additionally, there is a County Conference Center (Building 18), south of CAS, which can be reserved by emailing [countyservicecenter@ocgov.com](mailto:countyservicecenter@ocgov.com).

**COUNTY ADMINISTRATION SOUTH BUILDING DIRECTORY**

FLOOR	Departments
FLOOR 6	<ul style="list-style-type: none"><li>OC Waste &amp; Recycling</li><li>OC Community Resources (Accounting, Administrative Services Information Technology)</li><li>Clerk-Recorder</li><li>Office of Independent Review</li></ul>
FLOOR 5	<ul style="list-style-type: none"><li>Internal Audit</li><li>CEO Risk Management</li><li>OC Waste &amp; Recycling</li><li>OC Community Resources (Accounting, Administrative Services, Human Resources)</li></ul>
FLOOR 4	<ul style="list-style-type: none"><li>OC Public Works (Administrative Services, Survey, Facilities Design &amp; Construction Management)</li></ul>
FLOOR 3	<ul style="list-style-type: none"><li>OC Public Works (Development Services, Infrastructure Programs, Information Technology)</li></ul>
FLOOR 2	<ul style="list-style-type: none"><li>CEO Real Estate</li><li>Treasurer-Tax Collector</li><li>OC Public Works (Auditor-Controller, Human Resource Services)</li></ul>
FLOOR 1	<ul style="list-style-type: none"><li>Lobby Reception Desk</li><li>County Service Center</li><li>Treasurer-Tax Collector</li><li>Concessions</li><li>Wellness Center &amp; Fitness Center (Opening Early 2020)</li></ul>

The graphic also features an architectural rendering of the County Administration South building, a multi-story structure with a prominent glass facade and a modern design. The rendering shows the building's exterior and a view of the ground floor entrance area with people walking.

# Facilities Guidelines

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The County is committed to creating a safe working environment. Due to the nature of our work, please be mindful of those who are working on confidential assignments and keeping confidential information secured. Also, please be courteous and respectful of other employees in neighboring workstations. Please use huddle/focus/conference rooms for any confidential discussions or calls. The County Administration South (CAS) has been designed to create an attractive and professional work environment with consistent design features and a unified color scheme throughout the building. Please click [here](#) to review the Civic Center Campus Facilities Policy for employees to follow in an effort to keep the building well maintained and will benefit everyone who works in and visits CAS.

For any facility related questions, please email [cas.services@ocpw.ocgov.com](mailto:cas.services@ocpw.ocgov.com).

## Access and Conference Rooms

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Only CAS employees have access to designated elevator floors and must escort their visitors. In an effort to reduce congestion at the CAS lobby reception area and increase efficiency, we have implemented an electronic sign-in system for offsite employees who are attending meetings at CAS or visiting CAS employees. By signing-in electronically, an email notification will be sent to the meeting organizer that their attendee(s) is in the lobby waiting to be escorted to their meeting location. All other visitors who are not County employees do not sign-in electronically and must sign-in with the CAS lobby receptionist.

This electronic sign-in system is displayed in the two iPad kiosks located in the CAS lobby. For CAS employees who are setting up meeting invitations in Outlook, please be sure to include the kiosks at [caskiosk@egovoc.com](mailto:caskiosk@egovoc.com), in order to receive email notifications.

Please see the latest version of the conference room procedures and contacts by clicking [here](#).

# Parking and Civic Center Map

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For employees open to considering other ways to get to work, OC Rideshare offers various programs to make your work commute easier. More information can be found by visiting: [www.ocgov.com/gov/hr/hrresources/rideshare](http://www.ocgov.com/gov/hr/hrresources/rideshare).

The Civic Center Campus Parking Policy has been established to provide a uniform procedure for allocating assigned parking to County employees working in CAS and promote safe use of the parking facilities. Please click [here](#) to view the policy.

The OC Civic Center – Facilities List and Parking Information map provides parking rate information for visitors to CAS and other building locations in the Civic Center. Please click [here](#) to view the map.

# Security

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A top priority for the County is the safety of County employees as well as the constituents who visit County facilities. If you see something, say something by contacting one of the numbers below.

**EMPLOYEE SAFETY AWARENESS**  
*SEE SOMETHING, SAY SOMETHING*



**Sheriff's HOA Kiosk** – (714) 834-2250  
[HOA.Sheriff@ocgov.com](mailto:HOA.Sheriff@ocgov.com) Hours: 6:30 a.m. – 10 p.m.

**Sheriff's CAS Kiosk** – (714) 834-7212  
[CAS.Sheriff@ocgov.com](mailto:CAS.Sheriff@ocgov.com) Hours: 6:30 a.m. – 6:30 p.m.

**SAPD Dispatch** – (714) 834-4211

**Civic Center Service** –  
Concerns, Maintenance, Clean-up  
[CivicCenterService@ocgov.com](mailto:CivicCenterService@ocgov.com)

**9-1-1**  
*When in doubt, for emergencies call 9-1-1!*

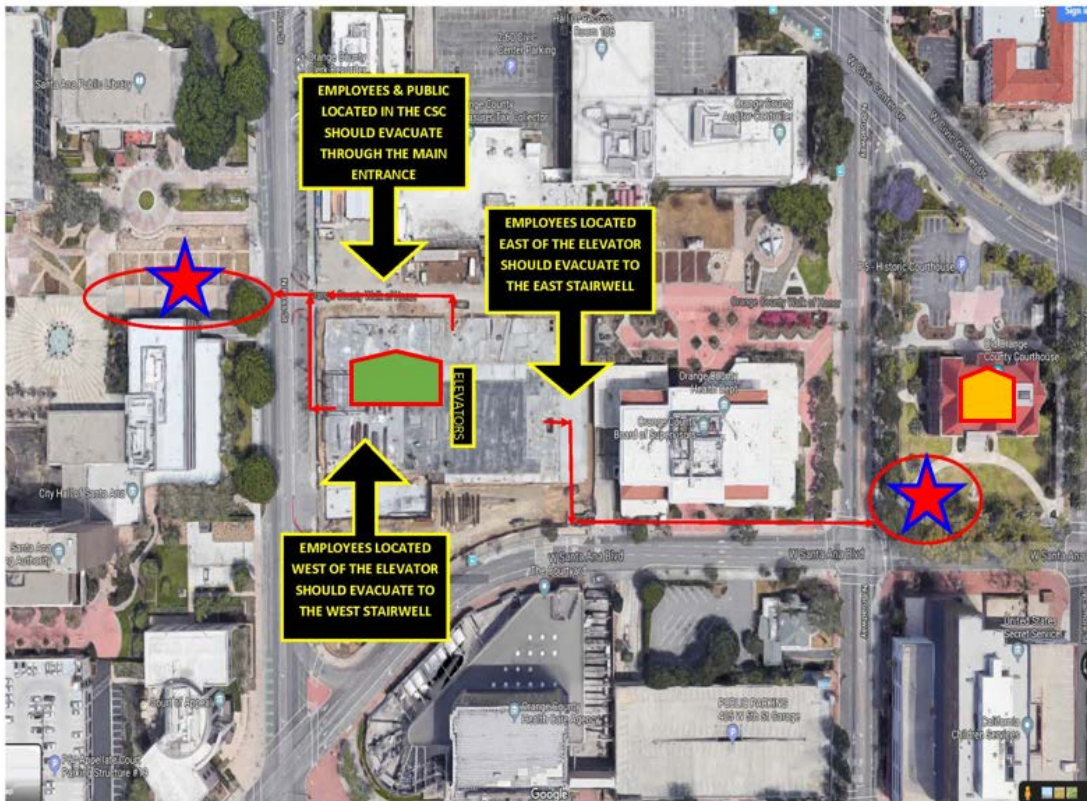
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### **Personal Safety Best Practices**

- \* If attacked, **run, scream, fight**
  - \* Observe your surroundings and potential threats
  - \* Walk in numbers or call for an escort
  - \* Use busy streets and walk in the center of the sidewalk
  - \* Walk confidently and make eye contact
  - \* Pre-program emergency numbers in your cellphone
  - \* Do not engage in conversations with strangers
  - \* Remember where you parked and carry your keys with you
  - \* Drive away as soon as you get into your car
  - \* Remember, if attacked, **run, scream, fight**
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# Safety

The CAS Safety Workgroup has been established to discuss any safety concerns and procedures including, but not limited to, earthquake/fire drills and evacuations. Each CAS department has designated safety liaisons to attend the Safety Workgroup meetings with the goal to provide safety awareness updates to employees. The Safety Workgroup is currently reviewing evacuation procedures and will communicate any information/training as they are finalized. Evacuation assembly areas have already been identified in the areas below.



-  County Administration South
-  Old County Court House
-  Primary Assembly Area

## Local Restaurants

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The Café will be open by late 2019/early 2020 and will be located on the first floor of CAS. There are also local restaurants in the Civic Center area as listed in the link below.

[http://www.downtown-santaana.com/uploads/5/0/6/6/50669817/dtsabrochureweb\\_1\\_.pdf](http://www.downtown-santaana.com/uploads/5/0/6/6/50669817/dtsabrochureweb_1_.pdf)

## Communications

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Additional information, policies and procedures will be communicated to CAS employees as they become available. Please visit the Civic Center Building Transition page on IntraOC, [here](#), which will be updated as needed. If you have additional questions, please email [building.moves@ocgov.com](mailto:building.moves@ocgov.com).