



Procedure for Securing Cross-Wind United Methodist Church

1. **ERASE** your group's name from the white board in the lobby as you exit the building so those remaining will know you have left. **IF YOU ARE THE LAST GROUP TO LEAVE**, follow the remaining instructions.
2. **COFFEE BAR**: Please see that coffee has been turned off.
3. **LIGHTS**: Turn off lights in all rooms including:
HALL- switches at end of each hall near scout flag and information desk.
SANCTUARY- The panels are located outside the lobby door. Press OFF and all lights will shut down.
RESTROOMS-Check sinks and toilets, shut off lights.
LOBBY-The switch is located between the glass doors next to the security panel. **ALL LAMPS** should be shut off.
*Some lights will remain on as security lights.
4. **LOCK ALL DOORS!**
BACK DOORS- use hex wrench inside fire extinguisher box. Depress bar, unscrew panic-bar bracket. Please return wrench to box.
OUTER FRONT GLASS DOOR- use hex wrench located in security system box. Same procedure as back doors.
INNER FRONT DOOR- lock from inside and exit through kitchen door or use your key (if it works) to lock it from the outside before you leave.
OFFICE- if the office is open for any reason, make sure ALL doors are locked and closed with the exception of the small hall door next to copier.
5. **ALARM**: Contact Jim Austen (574-601-8400), Steve Gwin (574-721-2123) or Pastor Tim at 765-438-6140) to set the alarm once you are sure everyone is out of the building.