



Highland United Methodist Church

...making disciples of Jesus Christ

BUILDING CLOSE PROCEDURES

- TURN OFF ALL LIGHTS IN THE BUILDING - kitchen, bathrooms, education wing, east wing, the Centrum (the control is on video/power point board in the bottom right corner; BLACKOUT light should indicate RED).
- CLOSE DOORS & WINDOWS to all classrooms and offices in the east wing, and to all classrooms, nurseries, bathrooms, the kitchen, and the double doors to the east wing. Be sure to check the sliding glass doors in the Centrum.
- LIFT LATCHES ON OUTSIDE DOORS (push button to release the catch from the bar). Pull doors closed tightly.
- SET ALARM above the light switches near the front door in the fellowship area. It should read - SYSTEM READY. Pull down the alarm door and enter the code. Alarm should begin a slow beeping and should read ALL SYSTEMS ARMED. Close the alarm door. You have approximately 40 seconds to leave the building.
- Exit building and check doors by trying to open them immediately upon exiting. Be sure to try both doors. There is a short period of time before the alarm is activated. If you re-enter the building after the alarm is activated, you will need to enter the code to turn off the alarm. The alarm does not immediately sound when entering the building.
- It is IMPORTANT that you CHECK THE DOORS FOR SECURITY after alarming the building. Sometimes they do not latch properly. Latching occurs when doors are tightly shut.
- To use the front door key, insert key and turn to the left (upward). The key will stop at the opposite point of where it was originally inserted. Turn the knob below the keyhole to the right (downward), open door, return knob below the keyhole to the upright position. BE SURE TO RETURN THE KEY TO ORIGINAL TURN POSITION (flat side should be up, keyed side down) BEFORE WITHDRAWING IT FROM THE LOCK. If you leave the keyhole turned, the building will not be secure. Please TEST THE KNOB below the keyhole to make sure it doesn't turn.

Please check with groups in the building to make sure the last one leaving knows how to close the building. If they do not and you can not stay, please call Don Schellenberg at home 248.889.3277, on his cell 248-252-1218 or Nextel Direct 135*135595*1.

Thank you for your diligence!