

The role of the Safety Attendant on Sunday Mornings

- Release the safety lock on the outer door in the small hallway behind the piano.
 - In the winter, see if the way is clear of snow and ice.
 - If not, inform the person in the pulpit, or the week's producer so they know not to send folks out that way.
 - Remember to relock it at the end of the service.

- If we have a guest speaker, remind the producer that in the event of an emergency, they will need to go to the pulpit and read the emergency evacuation directions to the congregation.

- Remind the technical directors that they must leave to help the Little Lights in case of evacuation.

- Choose two people sitting near the exit doors who will exit immediately at the alarm and hold the outer doors open for people until everyone has left.

- Survey the congregation for anyone that may need assistance and ask someone sitting nearby to help them out in an emergency, especially if they are in a wheel chair.
 - If there is someone in a wheel chair, they will be exiting last – if the ramp is blocked, they should be helped to the nearest exit where able-bodied people will lift them down the stairs.

- In the event of an evacuation, check the kitchen, downstairs bathroom, classrooms and Barnum hall to be sure everyone has evacuated.