



Building Entry and Exit Procedures *(for after hours access)*

The following procedures will help ensure the personal safety of the church member, volunteer and staff member, as well as maintain building security, when using their access code or front door key for entering and exiting the church building. It is the responsibility of the access code/key holder to follow them correctly.

When **ENTERING** the church building:

1. Ensure the front doors are locked prior to access. If they are not, attempt to identify who may be already in the building. If the doors show any sign of forced entry do not proceed into the building. Leave the property and contact an emergency call list member (see below)
2. Enter through the front doors using your access code/key.
3. Ensure there is no one following in after you that you cannot identify.
4. Upon entering take a short walk through the first and second floor hallways to ensure there are no intruders in the building, the office doors are locked, that the building systems appear to be functioning correctly, and that the fire exit doors are closed.
5. Depending on the event the front doors may or may not remain in a locked position. If they are to be kept open, they should only be unlocked once one or more other people are inside the building.
6. Unlocking the front doors entail using the two Allen keys hanging inside the vestibule. (See Attached Pics). Please follow up with the church office for training on their use, if required.

When **EXITING** the church building:

1. The church member, volunteer or staff member, having the responsibility for locking up the building, must ensure they are the last to leave the building.
2. All lights should be turned off, and the kitchen/office windows checked and locked.
3. All fire exit doors should be closed and the office door locked.
4. The front doors should be put into a "lock" position, again using the Allen keys found inside the vestibule. Both keys should be placed back in their respective spots in the vestibule area.
5. Once exiting the building, pull on the front doors to ensure they are locked.

Emergency Call List

1. David Lewis – 647-402-7741
2. Kirk Clarke – 416-465-5612
3. Ron Fitton - 647-674-4184
4. Barry Watson – 416-690-0144

Allen Key Usage and Placement for Opening and Closing the Outer Front Doors.

1. Both allen keys for unlocking and locking the front doors are kept here, next to the foyer fire panel.



2. The east outer front door is kept in OPEN state by inserting the respective Allen key into the hole slotted into the door opener. Push the bar in to insert the key. When locking the door, remove the Allen key and the bar will push out indicating it is locked. Then place the Allen key back in its wall spot.



3. The west outer front door is kept in OPEN state by pushing the door bar in, and using its respective Allen key to turn inside the slotted hole until the door bar clicks open. The Allen key is then removed and placed back into its wall position. Reverse these actions to lock the door, and the door bar should be in an out position.

