FIRE:

Fire extinguishers are spaced throughout the main building (8) and white house (2). They are all rated ABC which means they are good for all types of fires…paper, liquid and electrical. If the alarm goes off with a Claxon alarm and Strobe lights flash throughout the building, assume it is a real fire and immediately evacuate the buildings. Everyone should be directed to the front gates and wait there for the fire department. (Every room has an exit route to follow to get out quickly.)

Once outside, each Coordinator should do a head count to ensure their entire team and/or pilgrims are present and wait for the fire personnel to come and release the alarm. Do not reenter the facility until the Fire Department clears it. If a small fire occurs in a confined location and someone has experience with fire extinguishers, they may put out the fire…pull the pin, direct the nozzle to the base of the fire, squeeze the handle until the fire is completely out. If there is a false alarm, the bacon or popcorn burns, call the alarm company, Atkins, as quickly as possible and inform them of the false alarm. Their phone number is on the door to the electrical room, next to where the phone hangs on the wall in the kitchen. Our pass code is “King.”

There is also a special fire extinguisher on the wall next to the ovens that will automatically spray the cooking area when the temperature inside the hood vent gets too hot. If a fire extinguisher is used during the weekend, you must inform Gwen during closing to allow her to get it recharged before the next group arrives. Fire extinguishers are NOT to be used for skits of any kind. A fire extinguisher and/or a hose must be near the fire pit when the pit is in use.

If the Fire Department asks…the alarm system box/panel is in the hallway outside the Bethel dorm, up high in a red box. There is a red key on the set of keys that opens this box. When it opens, it automatically notifies the alarm company…DO NOT open this box. It is for the fire department’s use.

STORMS:

In case of tornados/hurricanes/electrical storms, or other severe weather everyone should congregate in the main hallway (between Servant’s Quarter dorm and hallway to the dining room). Sit on the floor and pray! One designated person should follow the weather on their cell phone, or the weather radio that is in the white house. Be safe!

FIRST AID:

There are 5 first aid kits in the main building. Please check them for supplies at the beginning of the weekend. The kit in the kitchen (under the phone) has specific supplies for food service areas. There are extra supplies in the Servants’ Den on the shelf above the microwave. In addition to this, there are two tubs of more supplies in the North Georgia closet across from the back door to agape and next to A & B bathrooms. We stock band aids, gauze, anti-bacteria ointment, ibuprofen, Advil, Pepto, diarrhea medicine, cough drops, and several other over the counter meds. If you find that we do not have something that is needed, the Supply Assistant can purchase it if necessary. Many items are individually wrapped. If not, PLEASE use a small paper cup or the lid to the container to pour out a couple of pills at a time.

The defibrillator is in the kitchen, on the counter under the phone (where you can call 911 If needed). It has spare pads within the case. Push the button and it will talk you through what you need to do…but please have someone certified in CPR and first aid handle this equipment. We also have a blood pressure cuff and stethoscope in this location too. There is a forehead temperature gauge in the box of meds in the Servant’s Den.

PLEASE know who on your team is a doctor/nurse/EMT or otherwise certified in first aid and/or CPR. Also know where they are serving on the weekend. The Board Rep is required to be certified to fill this position on the weekend. This will be announced at Thursday’s team meeting at camp.

SHUT-OFFS:

**Electricity** – there are panels of breakers in the electric room next to the phone in the kitchen. Each panel is labeled – A-F, and inside, each breaker is numbered. Every outlet and switch in the facility has a corresponding panel and breaker number, i.e. A13, F20. If something is not working, go to that panel & breaker…if it has tripped, turn it all the way off, and then back on again. There are two panels that have many breakers that are not labeled the same way…they are for the HVAC units. Please do not turn breakers off just because! There are some that are labeled in red. These are the security lights that stay on all the time.

**Gas** – there is a ¼ plywood frame (looks like a box) over the gas shut-offs. It is outside the dining room, next to where the mops are stored. This box can be lifted off easily to reach the gas shut off.

**Water** – outside, between Mt. Top and the drive to the kitchen door is a shed with 2 doors. The right door houses the water shut-off, water heaters, and sprinkler system. The main water line comes in from underground to the left as you walk in the door. Please locate the shut off that is the main line…and the secondary line that comes off of it. There are several shut off valves (handle type) …If the handle runs with the pipe (parallel) the line is open, if it runs crosswise (perpendicular) to the pipe, it is closed. (There is also a main shut off between the driveway and the street straight out from the shed)

**Water heaters** – they have on/off switches PLEASE DO NOT TURN OFF!

SAFETY RULES:

**Cars** – keep locked at all times.

**Gates** – DO NOT pad lock the locks closed. You may close the gates, but do not lock them shut.

**Bonfires** – you must get permission from the Fire Marshall to have a bonfire. Call Tanya on Thursday and ask…don’t just assume since it rained that it’s okay. Her number is on the bulletin board in the kitchen area near the coffee maker.

**Repairs** – DO NOT make repairs. Please list any repairs needed on the “OOPS Report” sheet on the bulletin board in the kitchen or the one the Facilities Coordinator has.

Kitchen - please do not put sharp knives in a container of water to soak. Sanitize immediately after use and put away. Cutting boards – red for meat, white for veggies, fruit & bread, yellow for gluten free/special diets. No sandals/soft shoes in the kitchen.

COVID19:

Follow all current restrictions/recommendations for health safety. Be cognizant of individuals and their needs/anxieties. Be respectful of space.