

# Building Security Guidelines

*Here at AFM, we want to foster a friendly, open, and caring atmosphere. However, because our building is well used and located on a major thoroughfare, we want groups who use our building to understand our guidelines for security while in the building. We do not provide security staff during your event and thus security should be everyone's concern. Also, please know that the only way to keep out unwanted guests is to keep the doors locked at all times.*

## **How do you know if the doors are unlocked?**

- Our doors can ALWAYS be opened from the inside of the building, but can be unlocked so they open from the outside without a key. The doors are considered unlocked if you use a hex key (hanging next to the door) to allow the doors to swing freely (and therefore open without a key from the outside).

## **Who should lock and unlock doors?**

- Each group that uses the AFM Meetinghouse should designate a keyholder or “doorperson” to ensure that the building is locked and empty when leaving. The keyholder or doorperson needs to make sure that he/she does not set the alarm if other groups are still using the building when he/she leaves.
- If multiple groups are using the building, it is the responsibility of the groups to communicate with each other about locking & unlocking the doors. In general, the group in the room closest to the door should keep an eye out for people entering the building when the door is unlocked. The Office Coordinator will email groups ahead of time and help coordinate this.

## **When should your group lock and unlock the doors to the building?**

- Only keep the doors unlocked during the 15 – 30 minutes prior to and after the start of your event.
- AFM recommends that you lock doors once stragglers have had a reasonable period of time to arrive.
- A general rule of thumb is that all outside doors to the building should stay locked after 8:00 pm.

## **What doors should your group unlock?**

- Only keep the doors unlocked if you are in a room adjacent to them and can hear or see people entering (i.e. having the front doors unlocked when you are in the Library with doors open, but not if the doors are closed or if you are in Classroom A/B).
- If you are meeting in any of the classrooms, DO NOT leave the front doors unlocked.
- If you are meeting in the front of the building, DO NOT leave the back doors unlocked.
- Never unlock the patio or Mtg Room doors unless you are actively going in and out of these doors.

## **What should you do if someone enters who is not connected with a group using the building?**

- If you feel any sense of danger, please call 911 and ask the police to come.
- If you feel comfortable interfacing with the person, be welcoming and ask the person what they need.
- You have NO responsibility to help someone who asks for food, money, or a ride. You may tell them that you cannot help and that they should leave. In fact, if you are in the middle of a meeting or event, you SHOULD ask the person to leave.
- If someone asks for food, our middle school kids have created small bags of food that can be given to hungry people – you can find these above the refrigerator. You can give out one per person.

## **How does the alarm work?**

- Once ensuring that the building is empty and all outside doors are locked and fully closed, the alarm can be set (using the code provided to keyholders). You then have 45 seconds to exit the building.
- If the alarm goes off by accident, please turn off the alarm by typing in the security code. Then, you must call the security monitoring service to cancel the police. Call 1-800-756-0736 and tell them that you are at 701 W. Howard Ave, Decatur, GA 30030. They will ask for the passcode, which is QUAKER. Tell them to cancel police dispatch.