

SECURITY MONITOR INSTRUCTIONS

Charter: Secure the Church premises each evening and feed back any information regarding security or equipment problems on the reporting sheet.

1. Trustee contact: **Dale Hinrichs -8291838**
2. Notify the Springfield Fire Department (911) and the Security Trustee of any signs of smoke or fire. **TAKE NO ACTION**
3. Notify the Springfield Police Department (911) and the Security Trustee of any signs of suspected break in or vandalism. **TAKE NO ACTION ON YOUR OWN.**
4. **Suggested check time is 9:00 P.M. Monday - Sunday**
5. Check all outside door to make sure they are locked and secured.
6. Call the Security Trustee if any door or window cannot be secured.
Note any problems on the reporting sheet.
6. Should you have any questions please call the Security Trustee.
7. Note the license plate numbers of any cars remaining in the parking lot.
8. Place keys, instruction sheet and inspection report in an envelope addressed to the Security Trustee and deliver it to Susan (Holmes) Smith, Office Manager no later than Tuesday after the week you worked.

Thank you very much for your efforts