

# Hope Fellowship Church Lock Up Procedure

1. Walk through the church to ensure that all lights are turned off.  
Note: the bathrooms beside the Prayer Room are on a sensor
2. Ensure that all doors are locked. For doors with push-bars, ensure that they are set to lock (use the Allan key located above the alarm keypad by the front door).
3. Ensure that everyone has left the church or is by the front door.
4. Watch the alarm panel until the green light is shown and “Ready” is displayed.
5. Hit the pound key (#) and then Away (“2” key). The display will indicate that the alarm is armed. Leave the church and ensure that the doors lock behind you.