



Facility Use Commandments

It is requested that each ministry or group using our building facilities or areas comply with the following guidelines. It is hoped that these guidelines will not be seen as restrictive, but rather will be understood as necessary to protect the spiritual environment and the beauty of our parish home.

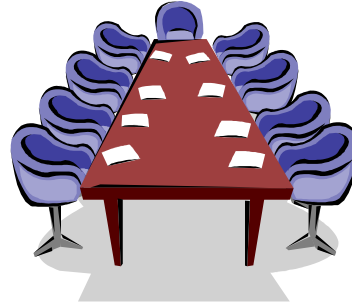
St. Gabriel the Archangel Catholic Community Facility Use

The facility of St. Gabriel the Archangel Catholic Community is a valuable and important asset. Many community functions and events depend on the facility being available and in good condition. For that reason, we have established the following basic minimum requirements for using the facility. We urge each user to support us in keeping the facility in top shape by complying with these guidelines. We recognize that we cannot write guidelines to cover every situation, and therefore we rely on the good intentions of our parishioners.



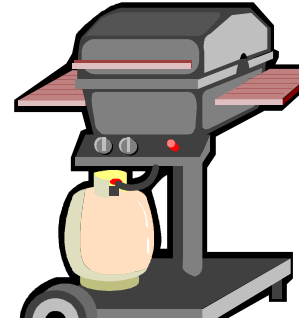
Whenever you need to use any part of the facility please plan ahead and make arrangements with the office to reserve the rooms, including the kitchen, basement, storage areas, halls, and outside areas. If you would like to borrow from the facility please contact one of the staff to help you get the needed approval and reserve the items.

Conference Room Use Guidelines



- # In recognition of our spiritual mission, we encourage a starting prayer to seek God's guidance and blessing for our work.
- # Reserve needed space in advance. We will accommodate last minute requests on first come – first serve basis.
- # Please report any damage or problems with your meeting room to the office.
- # Please return the room to the way it was before you used it.
- # Each group using a room is responsible for leaving the room as clean as possible.
- # Parents are responsible for the behavior of their children, and we ask that respect for our place of worship be shared with our youth.
- # Children must not be left unattended, or allowed to wander without adult supervision.
- # The rules of our Safe Environment policy must be observed (contact the Safety Director for a copy of this)
- # All function and ministry leaders must be familiar with the St. Gabriel's Emergency Procedure handbook.
- # Use of a room or area includes the responsibility for securing the room before leaving
- # Turn off all lights and appliances
- # Close all curtains
- # If you know you are the last to use the room for the day, the room should be locked.
- # If you are the last to leave the building, please observe the security and lock-up guidelines as posted by the security code pad. (If you do not have a security code and need one contact the Facility Director)
- # A closing prayer is encouraged to praise God for his gifts, ask for the safety and well being of all attendees, and to seek God's support for our work.
- # Any food related trash should be taken to the dumpster.
- # Excessive amounts of trash should be taken to the dumpster. Please be aware that our cleaning crew does not clean our building every day. Any trash on the floor (boxes, etc.) must be marked as trash or the cleaning crew will not take it out.

Outdoor Cooking Guidelines



Outdoor cooking (applies to open flames, cookers and grills)

- # Inform the Facility Director (FD) about plans to light a fire—this is the first person to receive a call from the alarm company and will be aware of the situation when making a decision to dispatch the fire department
- # Plan to stage the cooking area at least 20-feet from the building
- # Check the equipment to be used for leaks, cracks, use only long arm utensils that are fire rated, wear gloves.
- # Have two fire extinguishers available near the fire setting area. These can be checked out from the FD. Notify the FD if the extinguishers are actually used in order to have them refilled for the next event.
- # Have two adults on hand when lighting or tending a fire--a spark or spill of lighter fluid could ignite clothing or hair.
- # Be familiar with the emergency procedures for calling for assistance (dialing 911) as you will be asked specific questions. Contact the FD for a copy.

Kitchen Use Guidelines



- # Any group using the facility must sign-off on the Kitchen Use guidelines. The Facilities Coordinator will keep this form on file for each ministry.
- # Cleanliness is critical to keeping the kitchen safe. After each use, the enclosed kitchen checklist must be completed, and signed by the group leader
- # Use of the kitchen is to be scheduled like any other facility meeting room. This must be done through the operations administrative assistant.
- # Removal of any kitchen items is by permission only and must be approved by a staff member. All items must be returned clean and in good condition as soon as possible.
- # Any damage or problems with any of the kitchen appliances or equipment should be reported to a staff member immediately
- # Any stored food must be packaged according the kitchen guidelines
- # We ask that care be taken to order only enough food for your event, to reduce waste. When there are significant leftovers an effort should be made to see if they can be used up by another ministry.
- # Large amounts of trash should be bagged and taken to the garbage bin by the garage.

Borrowing from the Facility

All items in the facility are property of St. Gabriel the Archangel Catholic Community.



Rules for borrowing from facility;

- # Parish director must approve.
- # Parish director will determine if the items are available to be borrowed.
- # Only parish sponsored activities will be allowed to borrow.
- # Items must be returned at the agreed upon time.
- # Items must be returned clean and in good condition.
- # Items must be returned to location they were removed from.
- # It is your responsibility to move items needed. Staff is generally not available to assist.
- # If items are damaged while being used notify a staff member
- # Plan ahead. Let us know as soon as possible what your needs are.

Procedure

1. Contact a staff member and provide the following information:
 - a. What items will be borrowed?
 - b. How many items are needed?
 - c. What ministry will be using the items?
 - d. When will the items be needed?
 - e. When will the items be returned?
 - f. Who will be the contact and what is the phone number for the contact?
 - g. Where will the event be held?
2. Once you have obtained approval make arrangements with a staff member so you can pick up the items.
3. Notify a staff member once items have been returned.

Building exits and Safe Locations



Office		Nursery	↑	↑	↑	↑	St. Joseph	
		Safe	<u>EXIT</u>	<u>EXIT</u>	<u>EXIT</u>	<u>EXIT</u>		
Workroom	Safe	Server Safe					<u>EXIT</u> -- >	
St. Mary								
Bathrooms	Safe	Sanctuary				Safe	Sacristy Safe	Library
Kitchen Storage							↓	Bathrooms
Kitchen							<u>EXIT</u>	St. Zechariah
							St. Elizabeth	
Basement Safe	← <u>EXIT</u> Safe							
<u>Exit</u> Stairs to basement Safe	Music	Rec	Chapel		Sacristy	Room 110		

In Event of Emergency	
How is emergency identified?	<ul style="list-style-type: none"> ▪ Heat or smoke will set fire alarm off ▪ Staff or other notice bad weather – radio ▪ Staff or other notice strange smell
Types of Emergencies	<ul style="list-style-type: none"> ▪ Fire – flashing strobe light & audible voice alarm ▪ Bad Weather – tower by church will sound ▪ Natural Gas or other Toxic Smells ▪ Medical
What to do	<ul style="list-style-type: none"> ▪ Stay calm ▪ Assess nature of emergency ▪ Alert others to danger in a manner that does not create panic ▪ Direct people to safety as appropriate ▪ Call appropriate emergency number. When in doubt call 911. Our street address is 110 St. Gabriel Way. We are located on North Side of Virginia Pkwy. Approx. ¼ mile West of Stonebridge Drive. ▪ If there is a serious safety issue during mass, it is appropriate to alert the Priest/Celebrant
In case of medical	<ul style="list-style-type: none"> ▪ Help the individual as appropriate ▪ Keep area around emergency situation clear ▪ Seek professional volunteer help from those in attendance as needed (i.e. doctors, nurses) ▪ Assist with movement out of area as needed ▪ Apply first aid only to the extent you are trained
In case of fire	<ul style="list-style-type: none"> ▪ Call 911 to confirm that they have been notified ▪ Listen to and follow instructions from audible voice alarm ▪ Stay with group ▪ Take attendance record with you ▪ Take cell phone ▪ Follow evacuation route indicated on chart next to door of room ▪ Get as far from building as possible then move to the outside gathering area ▪ Walk out of area/room closing doors behind you and leave building as quickly as possible ▪ Report missing people to someone in charge ▪ Check attendance sheet ▪ Do not go home or allow others to go home until someone in authority has told you it is ok to do so
In case of weather	<ul style="list-style-type: none"> ▪ Stay with group ▪ If weather go to closest designated shelter area inside building ▪ Do not go outside
In case of other such as spills, vomiting, etc.	<ul style="list-style-type: none"> ▪ There are emergency cleaning supplies in storeroom by the kitchen ▪ D-Vour – soaks up liquids for clean-up ▪ Odor/Out – for use to soak up spills and deodorize on fabric (carpet, kneeler and chairs ▪ Caution - Do not use an iron on chairs to get wax spills out
If natural gas or other toxic smells	<ul style="list-style-type: none"> ▪ Leave exit doors open if possible and leave building ▪ NOTE: We have no gas connections or utilities in the PC but a major gas line crosses our property in the area of the sidewalk, which runs East to West and the CC uses gas.
How will I know it is safe and then what do I do?	<ul style="list-style-type: none"> ▪ Staff member or emergency personnel will notify you whether to return to the building or leave the location ▪ If parents arrive and want to take their children, the group/class leader may release the child to the parent. Follow the procedures you have for allowing release of children.

Emergency Phone Numbers	
Emergency	911
TXU (Gas)	1-800-817-8090
NOTE: We have no gas connections or utilities in this building! A major gas line crosses our property in the area of the sidewalk, which runs East to West.	
TXU (Electric)	1-800-233-2133
Poison Control	1-800-764-7661
Facility Coordinator/Safety Officer Pat Scott	972-542-2834 Home 972-896-9157 Cell
Location of Fire Alarm Pulls	<ul style="list-style-type: none"> ▪ NE corner of Narthex ▪ NW corner of Narthex ▪ NW end W Hall in Kitchen ▪ SW Hall by stairs ▪ SE Hall by exit ▪ NE Hall by plaza exit
Location of Fire Extinguishers	<ul style="list-style-type: none"> ▪ NE corner of Narthex ▪ NW corner of Narthex ▪ NW end W Hall in Kitchen ▪ SW Hall by stairs ▪ SE Hall by exit ▪ NE Hall by plaza exit
Location of First Aid Kits	<ul style="list-style-type: none"> ▪ Admin/Office Area ▪ Usher/Vesting ▪ Kitchen ▪ Nursery
Outside gathering area	<ul style="list-style-type: none"> ▪ Northeast corner of the asphalt parking lot if fire is in PC or Southwest corner of parking lot if fire is in CC
Primary Shelter Areas	<ul style="list-style-type: none"> ▪ Kitchen ▪ Kitchen Storage ▪ Usher/Vesting
Secondary Shelter Areas	<ul style="list-style-type: none"> ▪ Hall area (SW end of W Gallery) ▪ Hall area (South Hall by Music room) ▪ Hall area (South Hall by Sacristy) ▪ Stairwell ▪ Hall area (N end of East Gallery) ▪ N Gallery by Admin offices
If you cannot get to one of the above areas	<ul style="list-style-type: none"> ▪ Move to an inside wall, away from windows

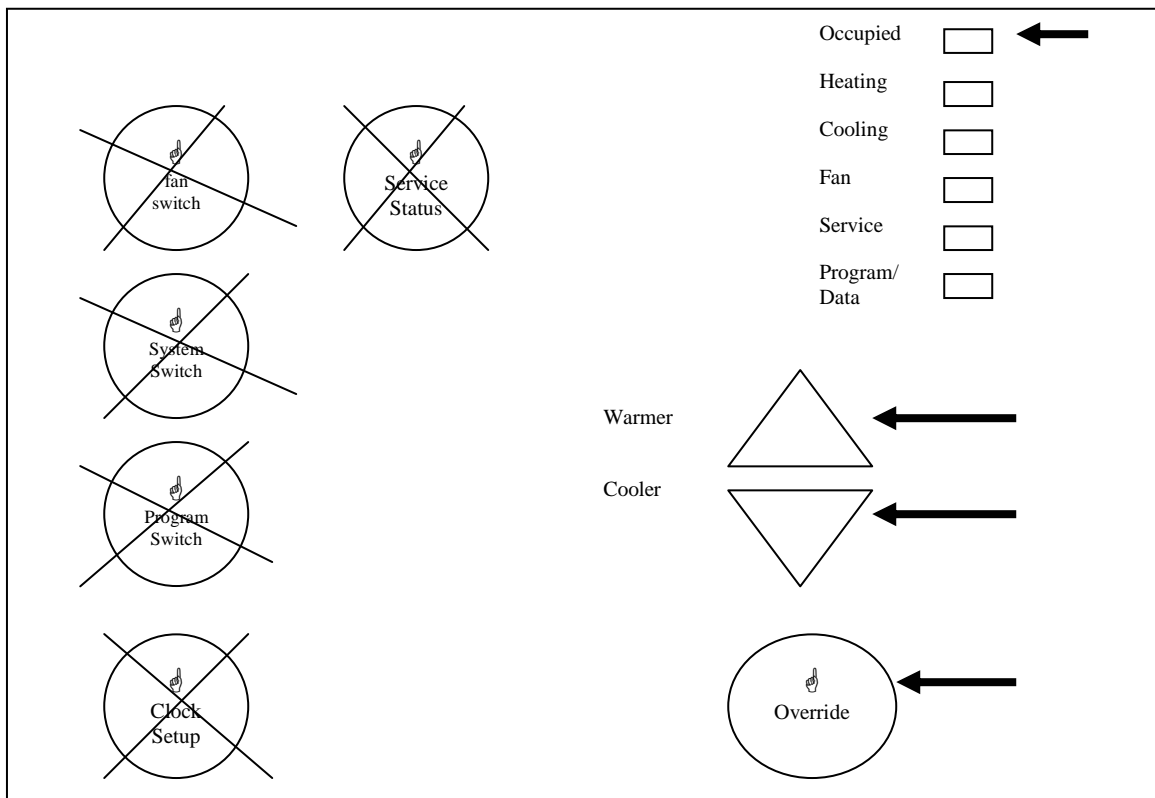


Override Button

Changes thermostat status from unoccupied to occupied if occupied LED light is not on

UP and DOWN arrows

Changes temperature when occupied LED light is on



Thermostat Operation

If the occupied light at the top of the display is not on press the override button, then use the arrow as noted below.

Push the up arrow to raise the temperature or the down arrow to lower the temperature.

Pushing any other buttons will only interfere with the system response.

Thermostat Operation

Thermostats for meeting areas are located in the following locations:

1. St. Joseph's room – located in that room.
2. St. Zechariah room– located in St. Elizabeth room.
3. St. Elizabeth room – located in that room.
4. Kitchen – located in that room.
5. St. Mary room – located in Copy room.
6. Copy room – located in that room.
7. Nursery – located in Parish Offices



Operation:

The thermostats are set-up to control the temperature at a set point during those hours established as “occupied” or normal business hours. Generally that temperature is 75 degrees in the summer and 70 degrees in the winter. During “non-occupied” hours the temperature is allowed to go higher/lower to conserve energy.

The thermostats have several buttons and indicator lights. **The only buttons that have any meaning for the average occupant are:**

- **Override** – This button is used to change the thermostat status from unoccupied to occupied. You would use this when you enter the room and the “occupied” indicator light (the top LED light) is *not* on.
 - Once you press the override button, the “occupied” light should come on, if it was not on when you started.
 - Once the “occupied” light comes on the temperature will change to the “occupied” temperature so you need to wait a while to determine if this temperature is acceptable if after about 15 minutes the temperature has not adjusted to your needs you can use the **up and down arrows** to adjust the temperature +/- 5 degrees.
 - The override status will be in effect for 180 minutes.
- **The up and down arrows** – When the occupied light is on (the top LED) you can use these arrows to change the temperature +/- 5 degrees.

NOTE: Pressing any other buttons will only delay or interrupt achieving the temperature you are seeking. The buttons other than **Override** and the **up and down arrows**, are for technical servicing of the system only.

**BOMB THREAT CHECKLIST
Telephone Procedures**



DATE: / / **TIME RECEIVED:** : **AM/PM** **CONCLUDED:** : **AM/PM**

- REMAIN CALM, BE COURTEOUS, LISTEN TO, AND DO NOT INTERRUPT THE CALLER
- GET ATTENTION OF ANOTHER PERSON - GIVE NOTE SAYING "CALL POLICE - BOMB THREAT" 9-911
- IF YOUR PHONE HAS CALLER ID DISPLAY, RECORD NUMBER OF INCOMING CALL _____
- WRITE DOWN EXACT WORDS OF THE CALLER AND THREAT
- DON'T HANG UP THE PHONE. LEAVE LINE OPEN
- NOTIFY A SUPERVISOR

TRY TO KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:

1. WHEN WILL IT EXPLODE? AT WHAT TIME? _____
2. WHERE IS IT LOCATED? WHAT FLOOR? ROOM? _____
3. WHAT DOES IT LOOK LIKE? _____
4. WHAT KIND OF BOMB IS IT? _____
5. WHAT WILL SET IT OFF? _____
6. WHY ARE YOU DOING THIS? _____
7. WHO ARE YOU? _____
8. ARE YOU AWARE THAT IT COULD KILL OR INJURE INNOCENT PEOPLE IN ADDITION TO THOSE YOU INTEND TO HURT? _____

DESCRIPTION OF CALLER (check all that apply)

Sex: Male _____ Female _____ Unknown _____ Approximate Age _____

Voice	Speech	Language	Behavior	Background Noises
<input type="checkbox"/> Clean	<input type="checkbox"/> Accented	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport
<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals
<input type="checkbox"/> Loud	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby
<input type="checkbox"/> Muffled	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds
<input type="checkbox"/> Nasal	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Fearful	<input type="checkbox"/> General Noise
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Laughing	<input type="checkbox"/> Guns Firing
<input type="checkbox"/> Pitch-Med	<input type="checkbox"/> Slow	<input type="checkbox"/> Slang	<input type="checkbox"/> Nervous	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Pitch-Low	<input type="checkbox"/> Slurred	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machinery
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Other:	<input type="checkbox"/> Music
<input type="checkbox"/> Raspy	<input type="checkbox"/> If Accented,	<input type="checkbox"/> If Foreign,		<input type="checkbox"/> Party
<input type="checkbox"/> Smooth	Describe:	Describe:		<input type="checkbox"/> Quiet
<input type="checkbox"/> Soft				<input type="checkbox"/> Restaurant
<input type="checkbox"/> Squeaky				<input type="checkbox"/> Talking
<input type="checkbox"/> Unclear				<input type="checkbox"/> Tavern/Bar
<input type="checkbox"/> Other				<input type="checkbox"/> Television
				<input type="checkbox"/> Traffic
				<input type="checkbox"/> Train
				<input type="checkbox"/> Typing
				<input type="checkbox"/> Water/Wind
				<input type="checkbox"/> Other:

Name Of Person Receiving Call: _____

Phone Number Threat Was Received On: _____

Name Of Possible Suspect: _____

If you are the last person in the building and you do not have a security code to set security contact Pat Scott at the number listed below



Lock up Procedure for both buildings

1. Ratchet all front doors
2. Walk through building and confirm there is no one in the building, locking doors and turning out lights as you go.
3. Last person to leave must set the alarm

Lock up responsibility includes:

- 1) Check kitchen & St. Joseph rooms to see that coffee machines are turned off
- 2) Lock all interior doors (sanctuary, hall doors, and door to stairwell do not lock)
- 3) Turn off all lights (some lights in the halls can not be turned off for safety reasons)
 - a) Sanctuary
 - b) Narthex (completely press down all three slide switches)
 - c) Rest rooms
 - d) Hall
 - e) Meeting rooms , Gym, Cafeteria (Check all external doors even if you didn't use them)
- 4) Confirm that the exterior doors are latched shut
 - a) Physically test glass doors by pushing on the frames (not the crash bars)
 - b) If you have basement access, confirm basement roll-up door is latched (slide latch must be engaged)
- 5) Set alarm
 - a) Wait for the green "ready" signal. If the display notes a problem, check the noted area (i.e. a door not closed etc.), and resolve it
 - b) Leave through the far west set of doors by the security panel. Using any other door will set off the alarm.
 - c) You have 60 seconds to exit
 - d) Use your code only, guard your code from unauthorized use

Key phone Numbers

Dallas Security System 214-553-6103

Pat Scott (cell) 972-567-0478
(home) 972-736-3565

John Karmann (home) 972-529-6391
(cell) 972-302-1067

Mike Seibold (home) 972-985-2726
(cell) 214-796-2726

Fire
S.W. Dispatch 972-437-6773 (acct# 41-7610)
Emergency 911