



# **CLOSE & LOCK**

**IF YOU ARE THE LAST ONE LEFT IN THE BUILDING PLEASE FOLLOW THESE VERY IMPORTANT STEPS TO CLOSE AND LOCK THE HALL, AND THEN SECURE THE SITE.**

- + CHECK THE BUILDING IS EMPTY - CHECKING THE AUDITORIUMS, THE AUXILIARY ROOMS, TOILETS ETC.
- + LOCK THE MAIN ENTRANCE DOORS  
[MAKING SURE TO ENGAGE THE DROP BOLTS IN THE ADJACENT DOORS]
- + CLOSE THE SHUTTER ON THE MAIN ENTRANCE
- + AT THE SIDE ENTRANCE, TURN OFF THE OUTSIDE LIGHTS (DOUBLE SWITCH)
- + USE THE KEY SWITCH TO TURN OFF THE LIGHTS
- + TURN OFF THE FOYER LIGHTS
- + USE YOUR FOB TO SET THE ALARM
- + EXIT THE SIDE ENTRANCE
- + LOCK THE SIDE DOOR  
[MAKING SURE TO ENGAGE THE DROP BOLTS IN THE ADJACENT DOORS]
- + LOWER THE SIDE ENTRANCE SHUTTER
- + A TWO TONE SIGNAL WILL INDICATE THE ALARM IS SET
- + LOCK ALL GATES TO THE SITE - THE PEDESTRIAN GATES AND THE CAR PARK GATES USING THE COMBINATION PADLOCKS