

## Nightly Protocol for GSPs at St. George's Tron

- All SPs should aim to be on site by 9:30 to allow for updates and devotions.
- Collect the lock box from the Chip Shop. (This contains a key fob which opens the right hand back door of SGT)
- **Only the team leader should collect the fob from the shop.**
- Code to the lock box at the Chip Shop, the door into the Prayer Pastors room, and the locked box in the gallery is \*\*\*\*. Check with co-ordinator if unsure of the numbers.
- Place the fob back in the locked box, spin the code and return it to the shop at the first opportunity. The end of the night may be too late.
- The light switches are in the corridor as you move along, the hall lights are controlled by the top set of buttons just outside the door. The lights for the sanctuary are just inside the main door, through the big double doors. (Hit the number 4 rectangular button and the large round button) – you will need to turn these on before you go upstairs.
- Everyone should be involved in setting up and clearing up. The following tasks need to be done: 1) set up/clean up the kitchen, 2) Set out/tidy away the chairs and any food that is brought in, 3) all remaining people should make their way upstairs to help with checking and filling/clean out and refill the bags 4) Collect/return report forms from coordinators desk.
- The kitchen door is opened by turning the handle upwards.
- The Gallery Key is located in the cutlery drawer of the kitchen in the Wynd used by Street Pastors for breaks and refreshments.
- Open the gallery and leave the key in the lock - at the end of the night make sure the gallery is locked and the key is replaced in the cutlery drawer.
- All GSP items are to be stored in the gallery. Nothing at all is to be left in the room downstairs.
- 4 fobs for the teams are in the locked box to the right of the bags. Again the code is \*\*\*\*. These four fobs are to be returned and locked in the box at the end of the night. **It is the team leader's responsibility to ensure that these do not get lost.**
- The radios are in the gallery half way along in a bookcase.
- If the team bags get wet, empty and open them so they will dry. They can be left out on the corner seats. Always make sure any food items are removed.
- **The team leader should be upstairs at the beginning and at the end, to advise and ensure that all the keys are returned, the bags are replaced neatly, the walkie talkies are off, the report forms have been completed and returned, the lights are off and the doors locked.**
- Report forms should be completed and left on the coordinators desk.
- Once these tasks are completed, everyone should return to the hall for debrief and prayer.
- In the event of teams being delayed, the team leader may choose to use the available teams to tidy up as far as possible and pray with them separately in order to allow them to leave. They must ensure that each team returns a key and that all are back before they lock up.
- Before leaving the venue, 1) all GSP items must be returned to gallery, 2) radios are turned **off** and placed on their chargers, 3) Completed report forms and folder returned to the coordinators desk 4) make sure the gallery is locked and the key is replaced in the kitchen drawer, 5) make sure the hall and kitchen are as clean as you found them, 6) turn all lights off, 7) **Flat pack and take out all empty boxes to the bin** 8) make certain that the back door is pulled shut and checked.

## Leaders bag contents checklist

### Main pouch

3 hats

3 snoods

3 pair gloves

2 pair socks

1<sup>st</sup> aid kit

Tea towel

### 1<sup>st</sup> aid kit

Wet wipes

Elastoplasts

Triangular bandage

### Front pouch

Paper hankies

4 ponchos

2 foil blankets

Literature

### Back pouch

Torch

Business cards