

SAFE ZONE PROCEDURES

SETUP

- Arrive for 9:30pm and enter by side door with SPs
- Move plants and anything else in SZ area to avoid damage
- Collect boxes and banner from balcony
- Collect radio
- Put out chairs, organise table, put up banner outside
- Prepare kitchen (one person only in kitchen)
- Prepare Report Sheet
- Join Street Pastors Team for Prayer
- Doors should be open by 10:30pm

DURING THE SHIFT

- Brief Police officers
- Welcome and engage with people using the service
- Agree a plan if necessary as quickly as possible
- Work as a team
- Respect the '*lead*' given by other agencies (First Aid, Police)
- Contact friends, relatives as soon as possible
- Make use of phone charger
- Record information
- Listen, care, help
- Make tea, coffee, toast
- Keep the kitchen tidy at all times
- Be sensitive to behavioural changes in people using the service
- Pray for each other when not engaged with individuals
- Contact Prayer Pastors regularly
- Update Report Sheet continually when possible rather than at the end of the shift

END OF SHIFT

- No further admissions after 3:30am
- Be sensitive when packing up boxes etc if people are still in a distressed state
- Dismantle and store banner
- Assist First Aid volunteers with packing up
- Return boxes to balcony
- Lock balcony door from the inside
- Ensure kitchen is tidy
- Complete Report Sheet, Debrief and Prayer