

MEETING WITH NO ACCIDENTS

Your building serves as a meeting place for prayer groups, clubs and social groups, but many worship centers also are places where non related groups — like social organizations or adult education classes — get together. Here are a few things to check to make these meetings safer.

OK NEEDS WORK

Most groups meet in the evening. Make sure the meeting room and surrounding areas have adequate lighting — and that it's turned on in time for early arrivals.

When setting up folding chairs, keep them arranged in neat rows and aisles. This will help prevent people from stumbling or tripping over them.

If you're using a P.A. system, be sure it's properly grounded to prevent shocks. Don't use your P.A. outside in threatening weather — you could risk electrocution.

Keep extension cords away from walkways — especially during slide shows or movies. It's a good idea to tape long cords down with masking tape or duct tape. This will help prevent falls.

Make certain all equipment is turned off, especially potential fire hazards like coffee makers, stoves, etc.

Protect all stairways, floor openings and elevated platforms with guardrails or handrails.

Have a trained operator on hand for any audiovisual equipment.

Consider the type of group when choosing a meeting place. For instance, you wouldn't want to hold a meeting of your "Over 65 Club" at the top of several flights of stairs.

Each group should leave the room as they found it, putting away folding chairs, books, tables, etc. This way your room is always clean and free of clutter.

Emergency Telephone Numbers:

Police:

Fire:

Ambulance:

Hospital:

Pastor:

CM Select Insurance Company: (800) 200-5864

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