

Parking

MINISTRY TEAM ORIENTATION

The Parking Team supports the ministry of the Word as a part of the Assimilation Ministries Team (Acts 6:1-7). Parking Team Members serve to direct the vehicle and pedestrian traffic in the parking lot to be sure everyone has a pleasant and safe experience on the Brook Hills campus each week. They also serve as first responders to any emergencies that occur outside the Worship Room. This team serves in roadways, crosswalks and parking lots before the morning services.

Serving effectively as a member of the Parking Team requires knowledge of the following:

Team Schedule

Team Members serve for two hours (8:30 a.m.-10:30 a.m., 10:30 a.m.-12:30 p.m.) They are asked to serve a minimum of two Sundays per month. In the event that a team member cannot serve on their scheduled week, they are to contact other team members to find a substitute. In the event that they cannot find a substitute, they should contact Chris Towns, Team Leader, (205) 529-4654, ctowns1933@aol.com.

Identification

Team members are requested to wear their nametags every time they serve. Nametags are located in the Coat Room. If a new nametag is needed, one may be requested at the Connection Central Desk or by contacting Susie Farley, Ministry Assistant for Biblical Training/Membership, (205) 313-7782, sfarley@brookhills.org.

Safety

The most significant role for this team is the ability to safely direct vehicle and pedestrian traffic. Please remember the following:

- Hand signals for directing traffic should be clear and decisive and at shoulder level. The Parking Team Leader will review the appropriate traffic signals with each new team member.
- Pedestrians always have the right of way.
- Team members must wear a reflective vest and reflective gloves when in the parking lot.
- Parking "tickets" will be given to drivers who park their vehicles in inappropriate places. The Parking Team is responsible for placing these "tickets" on the windshield. Additional copies can be requested by contacting Susie Farley, (205) 313-7782, sfarley@brookhills.org.
- Every effort must be made to provide a safe environment. This will require direct communication to motorists who are not driving safely. Team members will communicate in a polite and courteous manner with all motorists.
- In the event that a motorist violates the traffic laws, a deputy will be notified and the appropriate action taken.
- Vehicles parked in an emergency exit or fire lane must be moved. The deputy on duty will be in charge of the decision to remove a vehicle without the owners consent.

Two-Way Radios

Radios are provided for communication with Team Members, all other Assimilation Ministry Teams and for emergencies (see the attached Emergency Protocol). The Parking Team members must be on a radio during all morning services. Radios are located in the Coat Room. A card listing the radio stations for all the teams is available at the Connection Central Desk. The Parking Team station number is 15.0.

Emergency Protocol

Parking Team serves as first responders in the event of an emergency outside the Worship Room. Basic CPR and AED training will be included in the Parking Team Orientation. The Parking Team will be alerted of the location of the emergency if an ambulance is called (see the attached Emergency Protocol). This team will be responsible to direct the ambulance and emergency medical personnel to the appropriate location. Staff members and others on the Front Door Ministry Team may also contact a deputy through the Parking Team at station 15.0.

AED (Automated External Defibrillator) Locations

Team Members may be asked to locate an AED in the event of an emergency. The AEDs are in the following locations:

- Connection Central
- Second floor reception desk
- Student Center

Team members are welcome to contact the Assimilation Ministry Staff for any questions or needs:

Debby Bowers, Assimilation Minister, dbowers@brookhills.org, (205) 313-7795 office, or (205) 936-2129 cell.

Susie Farley, Ministry Assistant for Biblical Training/Membership, (205) 313-7782, sfarley@brookhills.org.

Emergency Protocol

WHAT TO DO IN A MEDICAL EMERGENCY

Call an ambulance and get the AED anytime someone loses consciousness or, if in your best judgment, you think that one is necessary. If the family tells you not to call an ambulance, explain to the family that this is our policy and call 911 anyway.

Automatic External Defibrillators (AEDs) are located at the:

- Connection Central Desk in the Lobby
- Main Building 2nd floor Reception Desk
- Student Building Reception Desk

An **EpiPen** is located at the Connection Central Desk in the Lobby.

If the emergency occurs in the **Worship Room**, make every effort to move the person to the lobby outside Room 130.

Emergency Response Team is on call every Sunday morning to assist you. The ER Team member on call is the leader and the decision maker for any medical emergency on their rotation. They determine the best course of action in the event of a medical emergency. The ER team can be reached by alerting an Usher or calling 9.1 on the radio. Any of the volunteers at the Welcome Desk or the Connection Central Desk in the lobby can communicate with the ER Team by radio on Sunday mornings.

Parking and Usher Teams are also American Red Cross Certified in Basic CPR and use of the AED. These teams also serve as “first responders” to medical emergencies.

The Parking Team should be notified of the location of the emergency when you call an ambulance. They can be reached by calling 15.0 on your radio (if you have one). Any of the volunteers at the Welcome Desk or the Connection Central Desk in the lobby can communicate with them by radio on Sunday mornings.

Sunday evening emergencies will be managed by the Usher Team and the Brook Hills Staff.

Team members are welcome to contact the Assimilation Ministry Staff for any questions or needs:

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