

## JRUUC Last-to-Leave Procedure

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- Ask out loud if anyone else is in the building.
- Confirm that the Administrative Office and Staff Office doors are closed and locked.
- Confirm that no one is left in the building.
- Close Fire Doors.
- Confirm all exit doors are locked by physically checking each door.
  - ◆ Johnson Street Door (front door)
    - Lock this door by inserting pen/key into the hole located on the metal push bar's underside. You will hear a click and the bar will release if it was locked.
  - ◆ 4th Street Door (parking lot shared with 4&20 Bakery & Milio's)
    - This door should remain locked at all times.
  - ◆ Sanctuary Door (off Sanctuary and lead to back parking lot)
    - This door should remain locked at all times.
  - ◆ Storage Room Door (leads to back parking lot)
    - This door should remain locked at all times.
- Turn off all lights.
- Confirm all faucets are turned off. There are 4 bathrooms and 1 kitchen.
- Thermostats: There are 4 thermostats
  - ◆ 2 in the Sanctuary on each column by the entrance door.
  - ◆ 1 is in the Lobby by the front hallway.
  - ◆ 1 is in the rear hallway by the men's bathroom/storage room door.
  - ◆ All thermostats operate on a programmed schedule during regular building usage.
    - IF the last to leave is done during regular building usage hours, the thermostats shouldn't require intervention.
    - IF the last to leave is done outside of regular building usage hours, *and the thermostat has been changed/adjusted*, please press "CANCEL" (lower right) and the thermostat will reset to the original program.
      - You will need to do this for each thermostat that has been changed or adjusted.
- For assistance please contact Art Hackett (mobile#: (608)225-0085 or home#: (608)244-0627).
  
- *For Emergencies, dial 911*

If Marge and Anne are waiting for transportation Assistance:

- ❖ Please be patient. “Abby Vans” is likely on the way.
  - They have a contract with a pre-determined pick-up time.
  - They have a 40 minutes window in which to arrive.
- ❖ If there is excessive delay, contact Abby Vans at 1-800-236-8438
  - Check on arrival time.
- ❖ If there are further questions or if there is an urgent situation arises, please contact Options in Community Living at (608)249-1585.
  - Marge & Anne’s direct care provider is Carinat at (608)244-3641.
  - Marge & Anne wear bracelets with this information on them.
- ❖ JRUUC’s contact person for Marge & Anne, at Option’s in Community Living is Karen Gussert. She’s a long-time friend and support person. Her cell#: (608)354-5967.
- ❖ JRUUC has organized a group of “Buddies” who volunteer assistance to Marge and Anne. Please ask a buddy (listed below) for on-site assistance when needed.
  - Barb Whitney
  - Bev Buhr
  - Carin Bringelson
  - Mary Wagner
  - Virginia Harrison