

**HALL SECURITY-Homerooms**  
**Post #1: 1st Floor North End**  
**Post #2: 1st Floor Old Pit**  
**Post #3: 2nd Floor Rooms**

***DO NOT LEAVE YOUR POST UNTIL YOUR REPLACEMENT ARRIVES!***

1. Check in at the Information Table located outside the library/IMC. Get your name tag and proceed to your assigned post.
2. Your security station will have a program schedule showing homeroom assignments, a key to unlock the rooms for the band directors, and a walkie-talkie. **NEVER** let this **key** or **walkie-talkie** out of your possession until you hand them off to your replacement at the shift change. Mark the hall security station check list to indicate which homerooms are occupied by bands as they arrive at their homerooms. Also please note when a room is no longer in use and the band has left for the day.
3. You may move around the halls to supervise the hallways throughout your assigned areas, paying special attention to rooms in use. Your program will indicate approximate times when bands will be arriving and band directors will need access to homerooms. It is vital that you stay in the area so that band directors have room access.
4. A Student Volunteer Band Guide will be with each group as they go to the homeroom and as they proceed to their scheduled locations. However, students may be alone (example: if they need to repair an instrument after warm-up and before their performance.) Use common sense when providing access to a room and stay in the Hall with the door open. **NEVER leave students unattended in a classroom.** We do not want any incidents of stealing.
5. Do not allow instruments to be played in the hallways.
6. Please write down any unusual access, activity, or problem on the incident paper attached to your clipboard. This is extremely important for Mr. Wojcik should an incident occur. If any problem develops that you cannot handle, contact the Information Table or Jazz Fest Chair for assistance. We also have the services of a GBS security staff person for Jazz Fest. The Information Table volunteer can contact the security person for you.
7. **Please be sure to RELOCK all the doors** of the rooms in use each time the band leaves the room. We do not have free access to other rooms in the school. Only assigned rooms are to be used. As needed, remind band directors that they or one of their chaperones must be in the room when any of their students is in the room. **No student or group of students should ever be in a room without an adult**

**present. Students found alone in their homeroom should be asked to leave or to call a chaperone/director to supervise them.**

8. Please encourage band students wandering your halls to visit the Jazz Café for food or the performance rooms. They are not allowed unsupervised in the halls. Especially watch the staircase. Students like to throw things down, slide, or clown around on the railings. **DO NOT ALLOW THAT.**
9. If you are **working the last shift** and all of the bands in your rooms have left for the day, call the Information Table to inform them. The Parent Volunteers doing Homeroom Close-down will come to your station to close down the rooms. **Do not remove any Jazz Fest room signs** and leave the room as is. The closers are responsible for closing up the rooms and use these signs as markers. Return the hall security key, walkie-talkie, and clipboard to the Jazz Fest Chairperson or the parent volunteer sitting at the Information Table. **It is imperative that you hand these to Chairperson or the person at the Information Table and your equipment is checked in. PLEASE DO NOT TAKE THE KEY OR WALKIE-TALKIE HOME!!**
10. After your shift is complete and/or you are ready to leave the building, check out at the Information Table and return your lanyard & name tag.

**Thanks very much for your help at Jazz Fest!**