

Large Group Tower Climb Process

Reserving a Large Group Tower Climb

Only full-time Duke University employees, on university business, may schedule a Chapel tower climb. A fund code is required. It is requested that Large Group Tower Climbs are scheduled at least two weeks in advance.

When a tower climb is reserved for 3 or more consecutive groups, it is considered a **Large Group Tower Climb**. Large Group Tower Climbs are run by the department sponsoring the climb, and require **2 Duke Employees and 1 volunteer** to oversee the climb:

- One person will supervise at the top of the staircase
- One person will supervise at the bottom of the staircase
- One person will be seated outside to 1) have all participants sign the Individual Climber Liability Form before the climb and 2) give participants a '239' button at the end of the climb

Before the Climb

1. Finalize the supervisors for the climb and review each of the three roles
 - a. Note that a **Duke employee** must supervise at the top and bottom of the staircase.
2. Create a group chat/text or another way for supervisors to communicate with one another
3. Send out a copy of the Individual Climber Liability (ICL) form to all participants
4. Remind all participants to arrive at least 10-15 minutes before their Tower Climb slot to ensure the group goes up on time.

On the Day of the Climb

1. Supervisors arrive about 30 minutes before the first climb to set up the table and chair (provided by the Chapel).
2. A Hospitality Team member checks in with the supervisors and provides a clipboard and pen, copies of the ICL Signature Sheets, a laminated copy of the ICL terms, and a bag of "239" buttons.
3. **Supervisor #3** goes up the tower stairs to the roof top.
4. Upon arrival, the first tower climb group checks in at the table with **Supervisor #1**, who will:
 - a. Write the date, climb slot start time, and sponsor name at the top of the ICL Signature Sheet
 - b. Ensure that all participants for this tower climb slot signs the sheet
 - c. Checks that all participants are wearing proper shoes (closed-toe, closed-back, **NO HEELS**); not bringing food, drinks, or bags up the tower (except for water)
5. The group lines up at the tower door where **Supervisor #2** will:
 - a. Review the tower climb rules with the group and emphasize safety first:

- i. Keep 3-4 steps in between each person and do not touch the light fixtures
 - ii. Carefully come back down the stairs if they feel dizzy, nauseous, or disoriented
 - b. Double-check that participants are wearing proper shoes; not bringing food, drinks, or bags up the tower (except for water)
 - c. While sending the group up, communicate the number of people in the group, descriptors of the first and last person in the line, and any other important information with Supervisor #3 (at the top of the stairs).
6. At the top, **Supervisor #3** will:
 - a. Tell the climb group to keep walking up if needed (the group will pass four doors before making it to the roof door)
 - b. Ensure the entire group makes it up to the top and enforce the tower climb rules
 - i. Make sure that participants are not leaving trash on the roof
 - ii. Ensure that participants aren't sitting/leaning on the railing or edge of the roof
 - c. Send the group back so they're down by the end of the 30-minute slot
 - d. Notify Supervisor #2 when all participants in the group start heading back down
7. **Supervisor #2** ensures that all participants make it back down from the top and sends them to the check-in table.
8. **Supervisor #1** gives each participant a "239" button as a reward for completing the climb!
9. Repeat steps 3-8 for the remaining Tower Climb slots.
10. A Hospitality Team member will check-in with all three supervisors at the end of the reservation slot. They will collect all of the signed ICL signature sheets along with the other materials provided by the Chapel.