**UUFSD Emergency Notification Procedure**

Instructions for users and guests of the Fellowship site and facilities

As a user of Fellowship facilities, you have the responsibility to initiate response to any serious problem that develops during your use of the facilities and which would require immediate action before the facilities would be fit for normal use.

For immediate, life-threatening emergencies at any time, Call 911. The Fellowship address is 1036 Solana Drive, Solana Beach 92075. Examples include serious illness or injuries and fire.

Non-life-threatening emergencies that may require immediate action could include vandalism that should be cleaned up before children arrive in the morning or serious plumbing problems or leaks. A fire, successfully dealt with by fire extinguishers or the Fire Department but leaving a mess should be reported.

During normal Fellowship Office hours, this simply means informing the Fellowship Administrator in the Fellowship Office. If the Administrator is not on-site, you must leave her a voice mail and then notify one of the individuals who have volunteered to be our Emergency Coordinators. You must call the following people, regardless of the time of day, starting at the top of the list, and continuing until you reach one of them. Leave a message for anyone who does not answer, then continue down the list.

0. Fellowship Administrator – 858-755-9225

1. Ken Schultz – 760-753-3502 or 442-222-9811 (mobile)

2. Jim Hagan – 858-977-5825 (mobile)

3. Michael Scott – 858-792-1885 or 858 357-7307 (mobile)

Thank you. We hope you will not need to use this Emergency Notification Procedure, but please remember, you have the responsibility to do so if necessary.

**UUFSD Emergency Notification Procedure**

Instructions for Emergency Coordinators.

As a Fellowship Emergency Coordinator, you have accepted the responsibility to initiate response to any serious problem that is brought to your attention and which would require immediate action before the facilities would be fit for normal use. These could include vandalism that should be cleaned up before children arrive in the morning or serious plumbing problems or leaks, or a fire, successfully dealt with by fire extinguishers or the Fire Department but leaving a mess.

It is not your responsibility to clean up the mess. It is your responsibility to notify the people we have arranged to do so.

The individuals who have volunteered to be our Emergency Coordinators are:

1. Ken Schultz – 760-753-3502 (home) or 442-222-9811 (mobile)

2. Jim Hagan – 858-793-0236 (home) or 858-977-5825 (mobile)

3. Michael Scott – 858-792-1885 (home) or 858 357-7307 (mobile)

If you are contacted about an emergency, it is your responsibility to find out what the problem is by talking to the individual reporting the problem and possibly visiting the site, and, if necessary, to initiate clean-up by calling the appropriate people:

Clean up a mess: Ignacio Torres Janitorial Service 760-715-2958

Fix a plumbing problem: Vets 4 You Plumbing 855-887-4968

Thank you. We hope you will not need to use this Emergency Notification Procedure, but please remember, you have volunteered to do so if necessary.