

# Emergency Contacts

## Emergency Contacts

CONTACT	NUMBER
Holly Ayala: Facilities Coordinator	(970) 449-0869
Jenn Powell : Operations, Events & Rentals manager	(970) 829-1068
Katie Watkins: Director of Finance & Operations	(970) 658-6728
Eleanor VanDeusen: Director of Family Ministry	(970) 213-0983
Lauren Farley: Family Ministry Coordinator	(301) 346-4986
Reverend Gretchen Haley: Senior Minister	(303) 877-0934
Church Office Main Line	(970) 493-5906
Police	Emergencies: 911 Non-Emergencies: (970) 221-6540
Fire Department	Emergencies: 911 Non-Emergencies: (970) 221-6570
Electric Utility (Fort Collins Utilities Acct. # 386164-62364)	(970) 212-2900

## Definitions

### **Trained Person**

Any person working in a paid or unpaid capacity for Foothills Unitarian Church who has successfully completed Security and Emergencies training. Includes, but is not limited to, ministers, full-time and part-time support staff members, volunteers, friends, and members of the congregation.

### **Applicable Volunteer**

Any person serving in an unpaid capacity for Foothills Unitarian Church, including, but not limited to, adult leader, child care provider, nursery care provider, teacher, family ministry program volunteer (Children's Small Group Leader, Youth Advisor, OWL Leader), worship host, greeter, usher, member of the A/V Team, member of the Radical Welcoming Team, and member of the Safe Space Team.

## Policies

Who Must Successfully Complete Security and Emergencies Training

Any person working in a paid or unpaid capacity for Foothills Unitarian Church shall successfully complete Security and Emergencies training. Includes, but is not limited to, ministers, full-time and part-time support staff members, and applicable volunteers.

#### Who is in Charge at Each Location of a Security or Emergency Event

The Trained Person with the highest organizational rank is in charge at each location of a security or emergency event. They must be (1) physically at the location and (2) able and willing to do the job. They are authorized to direct all persons at the location to minimize confusion and maximize response. All persons must listen closely to and comply with their instructions.

<b>Trained Person</b>	<b>Organizational Rank</b>
Event and Operations Manager, <b>Jenn Powell</b>	First in Main Building
Director of Family Ministry, <b>Eleanor VanDeusen</b>	First in Chalice Wing
Facilities Coordinator, <b>Holly Ayala</b>	Second in Main Building
Engagement & Family Ministry Coordinator, <b>Lauren Farley</b>	Second in Chalice Wing
Safe Space Team Member at the Location First	Third in Main Building
Worship Host at the Location First	Fourth in Main Building
Applicable Volunteer at the Location First	Depends if the above ranks are not able to be there

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