**Security and Safety Procedures for the Annex Building**

**In the event of an emergency or threat CALL 911 immediately stating the reason for your call and address 1944 W First Ave.**

Alert others in the building**:**

Food Pantry Ext 203

Trading Post 614 488-6564

Main Floor Hall Phone Ext 248

Spiritual Guidance Room Ext 152

Prayers and Squares Thursdays 9-1pm Ext 267

When 1320 Building is Open

Main Building-Receptionist Dial “0”

 Main Church Number 614 488-0681

**Facilities Manager**

* Pam Jameson M-F 9-5 or later Ext 232
* After hours Pam Jameson Cell 614 638-3701

 (Contact anytime you need assistance.)

\*If any questions on procedures, security, safety or needs, please contact.

**MAIN SHUTOFFS**

Please contact the facilities staff in the event of a utility problem or emergency.

Electrical –Trading Post Furnace Room(In Panel Box)

Water-Trading Post, South Wall (On Down Pipe)

Gas-Behind the Annex Building (North, Pipe Wrench Needed)

**Contact Columbia Gas in the event of a gas odor at 800-282-0157**