

GATEWAY GREENS COMMUNITY ASSOCIATION

GUIDELINES FOR EMERGENCIES

A. GENERAL EMERGENCY

1. Definition. Within the Gateway Greens Community Association (GGCA) a “state of emergency” may be declared by the Board of Governors President (or, in his/her absence, the senior Board member present) when he/she determines that any of the following conditions exists:
 - a. A national, state, or local governing body has declared a state of emergency affecting the GGCA area.
 - b. Local government (including Police and Fire) has issued an evacuation order for the GGCA area (e.g. hurricane evacuation, wildfire threat, chemical spill, etc.).
 - c. Any other condition which represents a real or potential significant threat to the safety and/or security of people or property located within the GGCA (e.g. power outage, wind damage, etc.).
2. Administration.
 - a. The declaration of a “state of emergency” shall be confirmed in writing and signed by the declaring party. The written declaration shall include the date and time it is effective as well as the reason for the “state of emergency”.
 - b. Access Control personnel shall post this declaration at all GGCA entrance and exit points. Such other communication avenues as may be available shall also be used to publicize the declaration (e.g. email, telephone, local TV, etc.).
 - c. When the declared “state of emergency” is no longer deemed to exist, the declaring party shall issue a second declaration to that effect. This declaration shall also include the date and time the “state of emergency” ceased to exist. Communication of this second declaration shall be accomplished in the same manner as the original declaration.

B. SPECIFIC EMERGENCY

1. Definition. Within the GGCA a Specific Emergency will be regarded as one which represents a hazard to people or property, but which is limited in scope or intensity (e.g. house fire, localized violence within a neighborhood, burst water main, etc.). A Specific Emergency will not require a community-wide declaration, but will be established by:
 - a. Local Police, Fire, or Public Utility personnel involved at the scene of the problem.
 - b. The senior Access Control officer present when the situation is discovered or reported.
2. Administration.
 - a. Appropriate authorities (Police, Fire, Public Utilities) shall be notified immediately of any condition which might be deemed to be a Specific Emergency. When first made aware of a possible Specific Emergency, Access Control personnel shall contact the appropriate local authorities to report the situation and request assistance.
 - b. All GGCA residents, volunteers, and contract personnel shall comply with directives issued by any Police, Fire, or Public Utility authorities at the scene of the problem.
 - c. In the absence of Police, Fire, or Public Utility control, Gate Access personnel shall take all steps deemed appropriate to preserve and protect people and property exposed to the hazard (e.g. restricting access to the area, notifying neighborhood residents of the problem, etc.).
 - d. Access Control personnel shall document events and activities related to the Specific Emergency and actions taken in response to it. ADOPTED BY BOG 9-24-2009

