

**CLARK TERRACE  
EMERGENCY PREPAREDNESS MANUAL  
May 2010**

**From the Neighborhood Watch Committee**

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The social success of a condominium community depends in large part on the rules, regulations and restrictions that govern how residents are to conduct themselves. We realize that life in a condo community is somewhat different from living in a single family residence and many questions arise as to how congenial life is brought about in Clark Terrace.

One of the basic, imperative duties of each resident is to read and understand the **Clark Terrace Rules and Regulations**, given to all residents and can be found on the internet at (clarkterrace.org.). Knowing these will help make your life more pleasant here. If you want to know much more read the C.C.& R's.

It is impossible to include answers to all your questions in the R.& R.'s, so we have tried to give information to answer some FAQ's in this addition.

Emergency Information

In case of an emergency, we are asking all residents to gather for an accounting in a specific area as follows:

- Building 1635 - Driveway turn around area
- Building 1645 - Tennis court
- Building 1655 - Swimming pool area

**Special Assistance** If someone in your unit needs special assistance in case of an emergency, please notify the Board of Directors in writing, and they will share this information with the Neighborhood Watch Committee.

**Fire** Each floor has at least one locked, glass covered fire hose cabinet containing a hose and a fire extinguisher. If needed, break the glass near the lock, open the door from the inside using the metal lever, pull the fire hose arm out of the cabinet, remove the hose from the arm holding it completely before turning the water on at the valve in the cabinet (round handle) or it will not work properly. Follow the directions on the fire extinguisher you wish to use.

In case of fire or other life threatening emergency, you must call 911. The Clark Terrace alarm bell system is not connected to any other outside agency.

**Garage Doors** Since our garage doors are electronically controlled and powered, it may be necessary to open them manually in case of an emergency, On the beam containing the chain there is a small box with a metal pull ring hanging down. Pull this ring down to disengage the chain from the power unit. Then lift the gate manually (easier said than done). Unless you are very strong, it is advisable to have at least two persons lifting the gate. Prevent the gate from closing by placing a 2"x4" brace under the outside end of the door or tie the gate securely to its steel frame with a strong cord. A specially prepared and marked 2"x 4" brace will be found near the garage door in each garage. **Never use this brace if the chain is still connected!**

**Electricity** Each unit has a metal box (usually in a hallway wall) containing circuit breakers to turn off power to different areas of your unit. In the 1635 building you are able to shut the power off to your entire unit by flipping the circuit breaker at your meter on the outside wall of the lobby. In the 1645 and 1655 buildings the meters are in the locked utility room in the lobby. You will need a key from a board member to enter.

**Water** In addition to the shut off valves you have under your sinks, there are shut off valves in the water pipes attached to the ceiling of your garage. Since there are several valves for each unit, a special diagram is being attached. **Note:** These valves control a stack, affecting the units above or below you. The shut off valve for the entire building is outside where the main water line enters the building.

**Gas** The gas in most first and second floor units is turned off behind the stove, the dryer and at the fireplace. Third floor units have a gas furnace in a cabinet on the roof. Gas to the entire building can be turned off on the main line to the meters on the outside wall of each building.

**Keys** It is advisable to leave a key to your unit with a neighbor so emergency personnel don't have to break down your door when you are gone for an extended period or are incapacitated.

### OTHER INFO

**Newspapers** Your newspaper(s) are delivered to the area under the stairs at the pedestrian gates.

**Speed Limit** Since our entry from Clark Ave. is not a street but a driveway and a walkway, the speed limit is **10 mph**.

**Garage Gate Openers** **Please do not leave your individual gate opener in your car.** It seems to be the prime object of theft.

**Entry System Operation** When a visitor calls from the gate to enter you will receive two rings. After talking to them, you may let the visitor in by dialing "9" on your phone. If you do not wish to let them in hang up.

#### Call Waiting

If you are using your phone when a visitor calls from the gate you will hear two short rings. You may then dial "2" and put the person to whom you are talking on hold and talk to the visitor at the gate.

If you allow the visitor to enter by pushing "9" you will automatically be switched back to your other call in progress.

If you wish to deny entry you must dial "2" to resume your call in progress.

#### **CAMC EMERGENCY SERVICES** (Our Management Firm)

##### **Weekdays**

**Mon. - Thurs 9:00 – 5:00 Call 562-424-4026**

**Friday 9:00 - 1:00 Call 562-424-4026**

**After hours, all evenings and weekends**

**Call 562-424-4026 and leave a message**

##### **Emergencies**

**Police, Fire and Medical 911**

**Gas 570-2140**

**Electricity 1-800-611-1911**

##### **Non Emergency**

**Police 435-6711**

**Fire 570-2500**