

Gloria Dei Communities Corporation

Emergency Communication Procedure

In the event of an emergency that requires notification of all the residents in the community, the following procedures will be implemented:

1. Night Managers will be notified by the Building Administrator, Director of Education and Resident Services or the CEO concerning the nature of the emergency.
2. Instructions concerning the nature of the notice needed will be reviewed. For Example: Individual written or verbal notices to each apartment, floor postings, or general building notices to be posted at the exits.
3. Information to be included on the notice will be given. This may be very specific including exact wording to be used.
4. If individual resident notification is needed, the available Night Managers and designated floor representatives on each floor will be utilized to promptly communicate the information. The Building Administrator is responsible for choosing the representatives for each floor.
5. The representatives will meet in a designated area (Office / Main Lobby) so instructions for distribution can be reviewed.
6. Following completion of distribution of information the Night Managers may be required to notify the Building Administrator.

The Administrator from each building will review the following with the Night Managers and floor representatives.

* Proper Use of the Copy Machine

* Contact Information on floor representatives and back-up volunteers.