



WATERGATE COMMUNITY ASSOCIATION

8 CAPTAIN DRIVE
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Policy and Procedures for Governing in the Event of Disaster

Purpose: It is the purpose of this policy and procedures guide to outline the method of forming a governing body in the event of a disaster.

Policy: It is the policy of the Board of Directors to assume a leadership role in the event of a disaster such as an earthquake or major fire in the absence of the General Manager. The Board will convene on very short notice at any time of the day or night to give direction to the homeowners and tenants of Watergate. The Board will meet as a governing body and a decision making body.

Procedures: In the event of a major disaster members of the Board of Directors who are on site will convene as soon as possible at the entrance to the Clipper Club. The Board President, or in his/her absence the Vice President, or in his/her absence the Secretary, or in his/her absence the Treasurer will convene an emergency meeting and assume the functions of an Emergency Control Board.

The Emergency Control Board will:

- 1) Assign the duty of inspecting the premises for injuries
- 2) Assign the duty of ensuring that the limited potable water is conserved
- 3) Assign the duty of contacting emergency officials
- 4) Assign the duty of ensuring residents are instructed to cooperate with emergency officials
- 5) Assign the duty of ensuring that damaged areas are taped off
- 6) Assign the duty of recruiting volunteers who agree to serve at their own risk to patrol buildings in search of stranded individuals and prevent looting.
- 7) Coordinate the activities of available Watergate staff in the absence of management.

approved by the WCA Board - 12/18/95