



Emergency Preparedness Procedures

Introduction:

While an emergency situation in and around the clubhouse and common areas of the Regency cannot be predicted, such a situation can provide a threat to homeowners and guests within the community. The following procedures are intended to highlight some of the major threats facing our community and to identify procedures for the Clubhouse and other common areas to follow in the event of an emergency. Please note that these are guidelines that can be followed, and every situation must be dealt with on an individual basis based upon the severity of the situation.

For the intent of this document, emergency situations have been identified by the following threats: Infectious Diseases / Viruses, Fire, Power Failure, Flooding, Water Mainline Breakage, Blizzard, and Tornado. It is recognized that there are many other types of events that can trigger an emergency, but these are the highest types of risks facing our community.

Clubhouse Procedures:

The following procedures should be followed based upon the type of emergency that has occurred:

Dissemination of Information:

During normal business hours, Monday through Friday from 8:00 am to 5:00 pm, the Property Management team will contact ComEd, Nicor, the South Barrington Police, the Village of South Barrington, and the East Dundee Fire Department to inform them of any emergency situation or health issue. Property Management will send an email to all homeowners advising them of the situation and providing them with an action plan if deemed necessary.

If a homeowner is in the clubhouse (outside of normal business hours) during an emergency and/or if an individual is experiencing a health issue, the homeowner should call 911 immediately. There are four (4) emergency telephones located throughout the clubhouse: workout room, men and women's locker rooms and by the swimming pool. Please note that these landline phones will not work during a power outage.

The homeowner is asked to contact Property Management (First Services Residential) at (847) 459-0000 for all non-emergency type situations. Property Management provides an answering service 24 hours a day to relay your information concerning the Regency property.

Please note: If the emergency concerns your property, please contact the Police or Fire Department or another agency/vendor to resolve your household emergency.

Power Outage:

In the event of a power outage, the clubhouse is equipped with a UPS battery backup system. All of the door codes will stay active for up to six (6) hours or more.



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The Board President and the Police Department have a key to the clubhouse in the event emergency entry is required.

Tornado:

In the event the sirens alert us to a tornado, seek shelter immediately. At the clubhouse the safest areas are the men and women's locker rooms by the workout room, or the men and women's bathrooms located by the ballroom.

Water Mainline Breakage and/or Flooding:

If you encounter this situation after hours, please leave the building immediately and contact Property Management at (847) 459-0000.

Fire:

If a fire occurs while you are in the clubhouse, please activate the fire alarm and evacuate the premises immediately. Call 911 once you are safely out of the building.

Infectious Disease / Virus - COVID-19 Virus or Similar

In the event of a pandemic, infectious disease / virus outbreak, the Regency Board of Directors and Property Management will follow established policies as specified by the federal, state and local governments and Centers for Disease Control and Prevention (CDC) to help prevent the spread of this disease within our community.

If you or someone you have been in contact with is diagnosed with a contagious / infectious virus, such as COVID-19, notify Property Management immediately. We understand that your personal health information is confidential, and we cannot require residents to disclose this information. Your personal information will be confidential and kept from everyone other than management. This will allow us to determine whether to close portions of the common areas and cancel events.

If someone notifies the association that they have been diagnosed with the virus, the clubhouse will be closed, and a thorough cleaning / disinfecting will be completed by a professional cleaning service. Additionally, the number of times the clubhouse (particularly work-out areas, bathrooms and kitchen) are cleaned on a weekly basis will be increased.

If this situation occurs, in order to protect our community, please do not enter the clubhouse for 2 weeks after travel on an airplane, train or cruise ship, if you have been out of the country and/or in contact with someone that has the virus / disease. Please do not participate in any clubhouse / social activity in order to ensure the safety of your neighbors.

To manage the safety of the community when using the common areas, every homeowner and their guests are asked to comply immediately with the following rules:



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- Wipe down all workout equipment with disinfectant wipes before and after use
- Use hand sanitizers when you enter the clubhouse
- Wash your hands thoroughly
- Cover your mouth and nose when you cough or sneeze
- Stay home if you feel ill; please do not enter the clubhouse or engage in any sponsored social events
- The requirement to wear masks in the clubhouse and fitness room for vaccinated individuals will be based upon the current CDC and State guidelines. Unvaccinated individuals must always wear a mask in the clubhouse and fitness room

Please note that participation in any clubhouse activity or in using the workout room is at your (homeowner's) own risk.

If this situation occurs, the Board of Directors and Management will continue to monitor the federal, state and local government and CDC guidelines in an effort to understand whether or not social activities should continue at the clubhouse.

Gates Procedures:

During a power outage, the gates will open automatically and will stay open until the power is restored. There is battery back-up at each gate.

During a blizzard, the gates may not open pending removal of the snow. Therefore, the gates and main streets are a priority for snow removal.

Emergency vehicles are equipped to open the gates and access the community on a 24/7 basis.

Village of South Barrington – Office of Emergency Management:

In the event of a natural or man-made disaster, the Village of South Barrington has developed a health and safety plan. The four rules for all events during emergencies are prevent, prepare, respond and recover. Details of the plan can be found at <http://southbarrington.org/emergencymanagement.html>.

Community Alert System:

The Village of South Barrington uses a third-party emergency notification system called Code RED by OnSolve to send community -wide emergency notifications and relay Village related communication to residents. In order to receive these emergency notifications and Village related communications, residents are required to create an account with CodeRED. You can choose to create your account ONLINE or via the COSERED Mobile Alert app. Refer to the Village website for additional information: www.southbarrington.org.



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Special Needs:

If a resident has a special need during a disaster, the Village will provide assistance with emergency notification, rescue, transportation or care. Examples of special needs are mobility issues, hearing loss, speech difficulty, memory loss, oxygen, dialysis or special medications.

To register visit the website: www.southbarrington.org and click “Special Needs Registry Form.” It is a good idea to think about preparing for emergencies or disasters well in advance.

Reference Material for Emergency Preparedness:

For additional information on Emergency Preparedness and dealing with infectious diseases, please reference the following:

Village of South Barrington:

www.southbarrington.org

City:

[Chicago Department of Public Health](#)

State:

[Illinois Department of Public Health](#)

Counties:

[Cook](#)

Federal:

[Centers for Disease Control and Prevention \(CDC\)](#)

International:

[World Health Organization \(WHO\)](#)

Red Cross:

“First Aid – American Red Cross” is available at the Apple App Store or Google Play or text “getfirst” to 90999