

After-hours On-Call Responsibilities

Emergency Access Policy:

In case of an emergency that requires contact with someone other than a member, a list of Members' emergency contacts may be accessed.

In the event that the list must be accessed, On-Call may open the box containing the list and either make the call or have a Board member make contact.

In either case, a Board member must be advised immediately of the necessary communication.

If access to a Member's unit is required, the On-Call member will contact a Board member (preferably the President) to accompany them to the member's unit.

Two members (one On-Call and one Board) need to be present to enter a member's unit in all cases.

If police or other emergency or medical personnel are asking for assistance you must log the name, identification number and the reason that entry to the unit (or access to information) is needed. Proper identification must also be asked for and provided.

(incorporated into On-Call Manual)

Approved by Board of Directors.....January 9, 2003