



ARL-FX Chapter Front Gate Emergency Operation Procedures

What do you do in the event you are on the Chapter grounds and, due to a power outage or a gate problem, you cannot open the front gate?

FIRST – Do not panic and DO NOT FORCE THE GATE OPEN. This will damage the gate cylinders and can be very costly to repair.

Follow these procedures to open the gate without doing damage to it.

- **Step One** – Locate key box on the right-hand side of the gate.
- **Step Two** – Open key box (Combination is the same as the gate code).
 - To open the padlock, spin the numbers on the bottom of the lock to the gate code. Press up on the lock, and then pull down. The lock should open.
- **Step Three** – Remove key inside box.
- **Step Four** – On the top of each gate cylinder you will find a black plastic strip, slide the strip back and insert the key, turn the key counterclockwise one complete turn.
 - This will unlock the gate cylinder and the gate will swing free.
- **Step Five** – Swing the gate to the open position. Leave the gate open.
 - **Send an e-mail** to arlfxiwla@gmail.com to let us know you had to manually open the gate.
- **Step Six** – REPLACE KEY IN KEY BOX AND LOCK THE BOX.

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