



# 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 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 three** – 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 Four** – Swing the gate to the open position. Leave the gate open.
  - **Send an e-mail** to [arlfxiwla@gmail.com](mailto:arlfxiwla@gmail.com) to let us know you had to manually open the gate.
- **Step Five** – REPLACE KEY IN KEY BOX AND LOCK THE BOX.