

# Emergency Plan

***[Property Name]***

*[Mgmt Company]*

*[Site Address]*

*[Site Address]*

*[Phone]*

## ***Objective***

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[Explain why an emergency plan is useful, and how it will benefit this particular property]

# Emergency Plan

## Communication

### Emergency Plan Coordinator(s)

Name	Office	Office Phone	Cell Phone
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*\*The Coordinator is responsible for updating the plan and may be contacted for more information.*

### Agency Contact Information

[Use the table below to enter the contact information for the housing organization that owns or manages the property]

Contact	Name	Phone
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Emergency Contact Information

***\*FOR EMERGENCIES DIAL 911***

[Use this table to identify the contact information of the emergency responders and other emergency contacts in the community]

Organization	Contact	Phone
--------------	---------	-------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Tenant Responders

[Describe the role of any tenants who are responders or who have designated roles during emergency responses]

Name	Apt	Home Phone	Cell Phone
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# Emergency Plan

## Vulnerability and Building Assessment

*Description: [A description of the physical building(s), and surrounding areas. Also include any information that may be useful in an emergency (main demographic of residents, historical issues, etc.)]*

### **Structural Assessment**

[Describe any policies for structural inspections, as well as any findings or major repairs needed. Be sure to include documentation and checklist of when and if the repairs have been made either in an appendix or in the space provided.]

### **Vulnerability Assessment**

[Briefly discuss any reasoning used to complete the table below]

*[Use the table to self-analyze the probability, impact, and resources of each hazard. The lower the score the better. See attached instructions]*

### VULNERABILITY ANALYSIS CHART

Type of Hazard	Probability		Human Impact		Property Impact		Internal Resources		External Resources		Total
	High 5	Low 1	High 5	Low 1	High 5	Low 1	Weak 5	Strong 1	Weak 5	Strong 1	
<b>Earthquake</b>											
<b>Fire</b>											
<b>Winter storm</b>											
<b>Power outage</b>											
<b>Flood</b>											
<b>Man-made disasters</b>											

*Human Impact - the possibility of death or injury  
Property Impact - cost to replace or repair property*

*Internal Resources - In-house response resources  
External Resources - community response resources*

### **Earthquake-** [Description of earthquake risk near the property]

*Building Vulnerabilities - [Description of how the building is vulnerable to earthquakes, and steps to remedy]*

An analysis of earthquake readiness should be conducted on an annual basis by the property manager, and should include the following (see appendix for checklist):

- Shelves fastened securely to walls
- Water heaters strapped to wall studs or bolted to the floor
- Overhead light fixtures braced (if applicable)
- Cracks along foundation are inspected and repaired

## Emergency Plan

- Flammable liquids (weed killers, gasoline, pesticides) are stored in a closed cabinet
- Gas, electrical, and water connections are strong and easy to locate
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***In the event of an earthquake, [Describe what to do in the event of an earthquake]***

**Fire-** [Description of fire risk near/at the property]

*Building Vulnerabilities* - [Description of how the building is vulnerable to fires, and steps to remedy]

An analysis of fire readiness should be conducted on an annual basis by the property manager, and should include the following (see appendix for checklist):

- Fire department contact information is current and posted in commons areas
- Fire and smoke detectors installed and checked regularly
- Flammable debris (branches, grasses, garbage) cleared from property
- Fire extinguishers charged and inspected (tags are current, not expired)
- Gas and electrical shutoff valve/switch unblocked and easily accessible
- Flammable liquids are properly stored
- Insurance policy is updated and adequate
- Evacuation routes are cleared (halls, stairs, and fire lanes)
- Evacuation routes posted in commons areas
- Fire alarms checked regularly (including alarms for deaf or hard of hearing)
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***In the event of fire, [Describe what to do in the event of a fire]***

**Winter Storm-** [Description of winter storm risk near the property]

*Building Vulnerabilities* - [Description of how the building is vulnerable to winter storms, and steps to remedy]

An analysis of winter storm readiness should be conducted on an annual basis by the property manager, and should include the following (see appendix for checklist):

- Branches over power lines and buildings are trimmed
- Sidewalks are maintained (proper grade, even, and free from potholes)
- Roof shingles are properly installed and in adequate shape
- Drainage ways are clear from blockages (storm drain, sewer, rain gutters, etc.)
- Furnaces and boilers are checked and tested for safety and efficiency; filters are changed accordingly
- Windows are free from cracks and holes
- Doors and windows are caulked and weather-stripped
- Carbon monoxide detectors are installed and checked regularly
- Insulation installed in attics, exterior walls, and around pipes is sufficient
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***In the event of a winter storm, [Describe what to do in the event of a winter storm]***

**Power Outage-** [Description of the power outage risk near the property]

*Building Vulnerabilities* - [Description of how the building is vulnerable to power outages, and steps to remedy]

An analysis of power outage readiness should be conducted on an annual basis by the property manager, and should include the following (see appendix for checklist):

- Current contact information of power company is posted in the office
- Alternate forms of communication established and reviewed
- Accessible electrical panel
- Generators serviced and well-ventilated (where available)
- Battery-based emergency lighting installed and tested regularly (where available)
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***In the event of a power outage, [Describe what to do in the event of a power outage]***

**Flood-** [Description of flood risk near the property]

*Building Vulnerabilities* - [Description of how the building is vulnerable to floods, and steps to remedy]

An analysis of flood readiness should be conducted on an annual basis by the property manager, and should include the following (see appendix for checklist):

- Adequate flood insurance (if available)
- Cleared sewer and drain lines, with installed and functioning check-valves
- Rain gutter downspouts are directed away from foundation
- Nearby creeks and irrigation canals are identified and checked for strength
- Shovels and empty sandbags are stored on-site (if available, contact county emergency management services for more information)
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***In the event of a flood, [Describe what to do in the event of a flood]***

**Man-made disasters-** [Description of man-made disaster risk near the property]

*Building Vulnerabilities* - [Description of how the building is vulnerable to man made disasters, and steps to remedy]

An analysis of man-made disaster readiness should be conducted on an annual basis by the property manager, and should include the following (see appendix for checklist):

- Current contact information of emergency officials
- Review shelter-in-place procedures
- Ensure all exterior lights are functional
- Identify shut off switches for any central HVAC air intake fans

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*In the event of a man-made disaster, [Describe what to do in the event of a man-made disaster]*

### **Other Disasters**

*[Describe what to do in the event of a disaster not considered]*

### **Drills and Practice**

*[Describe when and how often evacuation drills and exercises are initiated and by whom]*

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## *Protocol Plans*

Processes and Duties	
<b>Residents</b>	<ul style="list-style-type: none"> <li>• [Describe the process and responsibilities of the resident responders]</li> <li>•</li> <li>•</li> </ul>
<b>Tenant Responders</b>	<ul style="list-style-type: none"> <li>• [Describe the process and responsibilities of the tenant responders]</li> <li>•</li> <li>•</li> </ul>
<b>Emergency Coordinator</b>	<ul style="list-style-type: none"> <li>• [Describe the process and responsibilities of the Emergency Coordinator]</li> <li>•</li> <li>•</li> </ul>
<b>Other Personnel</b>	<ul style="list-style-type: none"> <li>• [Describe the process and responsibilities of other personnel]</li> <li>•</li> <li>•</li> </ul>

The following shows a chain of command for the complex.

Chain of Command			
<i>Fire</i>	<i>Gas Leak</i>	<i>Power Failure</i>	<i>Water Shutoff</i>
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.

*[If possible, include a flow chart of chain of command]*

### ***Shelter-in-place Procedures***

*[Describe what to do in the event of an emergency that requires residents to shelter-in-place]*

### ***Evacuation Plan***

*[Describe the evacuation plan in detail, or supply a picture or graph.]*

### ***Meeting Location:***

*[Describe a meeting location after the evacuation (provide a picture if possible).]*

### ***Emergency Shelters:***

*[Describe a possible emergency shelter, give the address, and provide a map if possible.]*

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## Supplies & Resources

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[Describe what steps are taken to supply or prepare tenants for an emergency, e.g. training courses, information, etc.]

*The following supply source agreements have been made:*

Supply	Source	Contact	Location

*\* Please attach a copy of any contracts or agreements*

*The following is a list of VOAD's in the area:*

Volunteer Organizations Active in Disaster	Contact	Phone

*\* Include any neighborhood resources such as neighborhood watch, CERT teams, etc.*

*The following is a list of specialty training of residents which may be useful in an emergency:*

Training	Resident	Apartment	Home Phone	Cell Phone





# Emergency Plan

## Vulnerability Analysis - Instructions

This analysis is meant to help you assess the vulnerability of your facility — the probability and potential impact of each emergency. Use the Vulnerability Analysis Chart to guide the process, which entails assigning probabilities, estimating impact and assessing resources using a numerical system - the lower the score the better.

### List Potential Emergencies

In the first column of the chart, list all emergencies that could affect your facility. Consider both emergencies that could occur within your facility and emergencies that could occur in your community. Below are some other factors to consider.

*Historical* — what types of emergencies have occurred in the community, at this facility and at other facilities in the area?

- Fires
- Severe weather
- Hazardous material spills
- Transportation accidents
- Earthquakes
- Hurricanes
- Terrorism
- Utility outages

*Geographic* — what can happen as a result of the facility's location? Keep in mind:

- Proximity to flood plains, seismic faults and dams
- Proximity to companies that produce, store, use or transport hazardous materials
- Proximity to major transportation routes and airports
- Proximity to nuclear power plants

*Technological* — what could result from a process or system failure? Possibilities include:

- Fire, explosion, hazardous materials incident
- Safety system failure
- Telecommunications failure
- Power failure
- Heating/cooling system failure
- Emergency notification system failure

*Physical* — what types of emergencies could result from the design or construction of the facility?

Does the physical facility enhance safety? Consider:

- Physical construction of the facility
- Hazardous processes or byproducts
- Facilities for storing combustibles
- Layout of equipment
- Lighting
- Evacuation routes and exits
- Proximity of shelter areas

### Estimate Probability

In the Probability column, rate the likelihood of each emergency's occurrence. This is a subjective consideration, but useful nonetheless. Use a simple scale of 1 to 5 with 1 as the lowest probability and 5 as the highest.

### Assess the Potential Human Impact

Analyze the potential human impact of each emergency — the possibility of death or injury. Assign a rating in the Human Impact column of the Vulnerability Analysis Chart. Use a 1 to 5 scale with 1 as the lowest impact and 5 as the highest.

### Assess the Potential Property Impact

Consider the potential property for losses and damages. Again, assign a rating in the Property Impact column, 1 being the lowest impact and 5 being the highest. Consider the cost to replace, set up temporary replacement, and repair.

### Assess Internal and External Resources

Next assess your resources and ability to respond. Assign a score to your Internal Resources and External Resources. The lower the score the better. To help you do this, consider each potential

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emergency from beginning to end and each resource that would be needed to respond. For each emergency ask these questions:

- Do we have the needed resources and capabilities to respond?
- Will external resources be able to respond to us for this emergency as quickly as we may need them, or will they have other priority areas to serve?

If the answers are no to any of these questions, identify what can be done to correct the problem. For example, you may need to:

- Develop additional emergency procedures
- Conduct additional training
- Acquire additional equipment
- Establish mutual aid agreements
- Establish agreements with specialized contractors

### *Internal Resources and Capabilities -*

Resources and capabilities that could be needed in an emergency include:

- Personnel — fire brigade, hazardous materials response team, emergency medical services, security, emergency management group, evacuation team, public information officer
- Equipment — fire protection and suppression equipment, communications equipment, first aid supplies, emergency supplies, warning systems, emergency power equipment, decontamination equipment
- Facilities — emergency operating center, media briefing area, shelter areas, first-aid stations, sanitation facilities
- Organizational capabilities — training, evacuation plan, employee support system

### *External Resources*

There are many external resources that could be needed in an emergency. In some cases, formal agreements may be necessary to define the facility's relationship with the following:

- Local emergency management office
- Fire Department
- Hazardous materials response organization
- Emergency medical services
- Hospitals
- Local and State police
- Community service organizations
- Utilities
- Suppliers of emergency equipment
- Insurance carriers

### **Add the Columns**

Total the scores for each emergency. The lower the score the better. While this is a subjective rating, the comparisons will help determine planning and resource priorities.

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## ***Structural Assessment***

Based on the latest structural assessment performed [date] by [name of engineering firm] the following findings are recommended for repair:

	<b><u>Repaired</u></b>	<b><u>Date</u></b>
1.	<input type="checkbox"/>	_____
2.	<input type="checkbox"/>	_____
3.	<input type="checkbox"/>	_____
4.	<input type="checkbox"/>	_____
5.	<input type="checkbox"/>	_____
6.	<input type="checkbox"/>	_____
7.	<input type="checkbox"/>	_____
8.	<input type="checkbox"/>	_____
9.	<input type="checkbox"/>	_____

# Emergency Plan

## Emergency Review Checklist

Date \_\_\_\_\_

### Earthquake

- |   | <i>Completed</i>         | <i>By whom</i> |
|---|--------------------------|----------------|
| Shelves fastened securely to walls  | <input type="checkbox"/> | _____          |
| Water heaters strapped to wall studs or bolted to the floor in each unit              | <input type="checkbox"/> | _____          |
| Overhead light fixtures braced (if applicable)  | <input type="checkbox"/> | _____          |
| Cracks along foundation are inspected and repaired                                    | <input type="checkbox"/> | _____          |
| Flammable liquids (weed killers, gasoline, pesticides) are stored in a secure cabinet | <input type="checkbox"/> | _____          |
| Gas, electrical, and water connections are strong and easy to locate                  | <input type="checkbox"/> | _____          |

### Fire

- |   |                          |       |
|---|--------------------------|-------|
| Fire department contact information is current and posted in commons areas          | <input type="checkbox"/> | _____ |
| Fire and smoke detectors in each unit and common areas installed and checked        | <input type="checkbox"/> | _____ |
| Flammable debris (branches, grasses, garbage) cleared from property                 | <input type="checkbox"/> | _____ |
| Fire extinguishers charged and inspected (tags are current, not expired)            | <input type="checkbox"/> | _____ |
| Gas and electrical shutoff valve/switch unblocked and easily accessible             | <input type="checkbox"/> | _____ |
| Flammable liquids are properly stored   | <input type="checkbox"/> | _____ |
| Insurance policy is updated and adequate  | <input type="checkbox"/> | _____ |
| Evacuation routes are clear and free from obstacles (halls, stairs, and fire lanes) | <input type="checkbox"/> | _____ |
| Fire alarms checked regularly (including alarms for hearing impaired)               | <input type="checkbox"/> | _____ |

### Winter storms

- |   |                          |       |
|---|--------------------------|-------|
| Branches over power lines and buildings are trimmed                             | <input type="checkbox"/> | _____ |
| Sidewalks are maintained (proper grade, even, and free from potholes)           | <input type="checkbox"/> | _____ |
| Roof shingles are properly installed and in adequate shape                      | <input type="checkbox"/> | _____ |
| Drainage ways are clear from blockages (storm drain, sewer, rain gutters, etc.) | <input type="checkbox"/> | _____ |
| HVAC filters checked and replaced if necessary                                  | <input type="checkbox"/> | _____ |
| Furnaces and boilers are checked and tested for safety and efficiency           | <input type="checkbox"/> | _____ |
| Windows in each unit are free from cracks and holes                             | <input type="checkbox"/> | _____ |
| Doors and windows in each unit are properly caulked and weather-stripped        | <input type="checkbox"/> | _____ |
| Carbon monoxide detectors are installed in each unit and checked                | <input type="checkbox"/> | _____ |
| Insulation installed in attics, exterior walls, and around pipes is sufficient  | <input type="checkbox"/> | _____ |

### Power outage

- |   |                          |       |
|---|--------------------------|-------|
| Current contact information of power is company posted in office        | <input type="checkbox"/> | _____ |
| Alternate forms of communication established and reviewed               | <input type="checkbox"/> | _____ |
| Accessible electrical panel   | <input type="checkbox"/> | _____ |
| Generators serviced and well-ventilated (where available)               | <input type="checkbox"/> | _____ |
| Battery-based emergency lighting installed and tested (where available) | <input type="checkbox"/> | _____ |

### Flood

- |   |                          |       |
|---|--------------------------|-------|
| Adequate flood insurance (if available)                                     | <input type="checkbox"/> | _____ |
| Cleared sewer and drain lines, with installed and functioning check-valves  | <input type="checkbox"/> | _____ |
| Rain gutter downspouts are directed away from foundation                    | <input type="checkbox"/> | _____ |
| Nearby creeks and irrigation canals are identified and checked for strength | <input type="checkbox"/> | _____ |
| Shovels and empty sandbags are stored on-site (if available)                | <input type="checkbox"/> | _____ |

### Man-made disasters

- |   |                          |       |
|---|--------------------------|-------|
| Current contact information of emergency officials                | <input type="checkbox"/> | _____ |
| Review shelter-in-place procedures                                | <input type="checkbox"/> | _____ |
| All exterior lights are functional and provide adequate lighting  | <input type="checkbox"/> | _____ |
| Accessible shut off switches for any central HVAC air intake fans | <input type="checkbox"/> | _____ |