

## **Housing Manager/Owner checklist for preparedness:**

- \_\_\_ Develop/update emergency plan – “How will we respond during an emergency?”
- \_\_\_ Develop/update Continuity of Operations (COOP) – “How will we continue to operate our business after an emergency?”
- \_\_\_ Educate owners, managers and residents about general emergency preparedness including plans
- \_\_\_ Invite the local emergency manager, fire marshal or other representative to your facility
- \_\_\_ Send a representative to local emergency planning meetings at least once or twice per year
- \_\_\_ Conduct fire drills
- \_\_\_ Provide an AED on site and include training for two or three people
- \_\_\_ At least two or three people should know how CPR and First Aid

### **Pre-Disaster Information required by HUD and CHFA:**

- \_\_\_ Assess staff/volunteer availability
- \_\_\_ Properties/Estimated Number of residents who may be impacted
- \_\_\_ Number and location of residents with disabilities and/or special needs
- \_\_\_ Notice to all staff and residents of impending disaster
- \_\_\_ Request to residents to forward location if are leaving temporarily and to do so post-disaster if they leave the property
- \_\_\_ Contact your HCV owners – inform them of your reporting needs

### **Post-Disaster Information required by HUD and CHFA:**

- \_\_\_ Account for staff and residents
- \_\_\_ Assess property damage
- \_\_\_ Create a list of affected properties and report to HUD and CHFA

### **Reporting needed post-disaster:**

#### *PHA, HA & Other Owner Management Office Status*

- \_\_\_ Is the office operational?
- \_\_\_ Have State and Local Emergency Management staffs and/or FEMA been notified?

#### *Resident Status/Unmet Need*

- \_\_\_ Have emergency responders been contacted?
- \_\_\_ Have residents been evacuated?
- \_\_\_ If yes, from which development to where?
- \_\_\_ Do you have resident contact information?
- \_\_\_ Have any HCV participants been evacuated
- \_\_\_ If yes, how many?

## Other Resources:

- [www.ct.gov](http://www.ct.gov)  
-Connecticut Guide to Emergency Preparedness\*  
-A Guide for Including People with Disabilities in Disaster Preparedness Planning
- [www.hud.gov](http://www.hud.gov) Fair Housing Disaster Toolkit (2007)
- [www.Disability.gov](http://www.Disability.gov) Federal Government
- [www.nod.org](http://www.nod.org) National Organization for Disabilities
- [www.redcross.org](http://www.redcross.org) Disaster Preparedness for Seniors and hazard checklists\*
- [www.readyrating.org](http://www.readyrating.org) Free guide for an emergency plan
- [www.ready.gov](http://www.ready.gov) FEMA
- [www.preparemybusiness.org](http://www.preparemybusiness.org) SBA
- [www.ct.gov/dph](http://www.ct.gov/dph) Connecticut Dept of Public Health

**\*Available in several different languages**