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.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

*Available in several different languages