

# EMERGENCY DISASTER RESPONSE GUIDELINES

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The Ferndale Housing Commission area, as all areas, is subject to natural disasters & various emergencies (herein after referred to as emergency). The emergency most likely to affect Ferndale Housing Commission is a tornado, earthquake, or power failure. Because significant warning that an emergency of this type will strike can seldom be given, this policy focuses primarily on how the Commission shall react to such a emergencies. While the preparations we can make for a emergency are limited, the Commission will take all reasonable steps to enable it to act promptly and effectively in an emergency.

## 1.0 PREPARATION

The following steps will be taken to prepare for an emergency:

- A. The Executive Director shall serve as the coordinator of the Ferndale Housing Commission's emergency response efforts. As such, the Executive Director shall serve as the liaison to any community-wide emergency planning efforts.
- B. A list of potential community shelters shall be compiled and retained by the Commission for use in the case of a emergency.
- C. By adopting this Policy, the Board of Commissioners hereby temporarily waives the Petty Cash limit and approves a temporary increase to \$2500.00 for the duration of any emergency caused by a disaster.
- D. By adopting this Policy, the Board of Commissioners recognizes that extraordinary efforts will be needed if an emergency strikes the Commission. Therefore, employees will be encouraged to potentially operate outside their job descriptions in any way required to assist in the recovery effort.
- E. The Commission staff shall prepare an emergency plan for each site and have it approved by the Executive Director within thirty (30) days of the adoption of this policy. The plan shall be reviewed annually by the Executive Director for completeness and timeliness. The plan shall include the following:
  1. A method of verifying the well-being of the residents after the emergency;
  2. A method of checking the physical condition of the property for visible damage;
  3. The designation of a post-emergency assembly area for the residents to go after the emergency; and

4. A plan for informing the residents what they should do in the aftermath of the emergency.
  5. The names, telephone numbers, beeper numbers, & one contact person of each staff member.
- F. The plan will be included as part of an overall Commission emergency plan which will be developed under the direction of the Executive Director. The agency plan will include coordination with local emergency management agencies as well as local response agencies such as the police and fire departments.

## **2.0 REACTION**

The following steps will be taken in order to react to a natural disaster:

- A. If a disaster occurs during working hours, all employees except those at a damaged site shall immediately report to the Ferndale Housing Commission Central Office for assignment. If the Central Office is damaged beyond usage, they shall report to the nearest damaged site to assist in the recovery effort.
- B. Outside of normal working hours, employees shall immediately report to the Central Office and inspect Commission properties between their home and the Central Office. Employees will perform items E through G prior to reporting to the Central Office. Employees are expected to ensure the safety of their own families prior to reporting to work.
- C. If electrical power is lost to the Central Office, a generator shall be immediately started to enable usage of the high-rise facilities.
- D. Individual employees will be directed from Central Office to the developments to assess for habitability with particular attention being paid to structural integrity.
- E. Structures will be searched for trapped survivors. Survivors shall be freed if possible without endangering the lives of others. Employees will not immediately enter structurally damaged buildings, but will summon local emergency crews to enter and rescue any trapped residents.
- F. Gas, electricity and water shall be disconnected from any building with severe structural damage.
- G. Lists of non-habitable buildings or units and trapped survivors shall be delivered to Central Office as soon as practicable.

- H. Work assignments will be made based upon reports received regarding damage sustained.
- I. The Executive Director will brief the Mayor of The City of Ferndale as soon as practical after the disaster.
- J. As soon as practical, the Executive Director as Secretary of the Board, with the consent of the Chairperson, will call a Special Emergency Board Meeting on the situation and apprise the Board of emergency decisions made arising from the disaster and recovery activities.