

**DISASTER PLAN FOR
LUCAS METROPOLITAN HOUSING AUTHORITY**

GENERAL

In the event of a natural disaster, or the warning that such a disaster is eminent, LMHA will implement its Disaster Plan. The Senior Staff, by applicable sections, will ensure that all LMHA employees prepare in accordance with the established plan.

DEFINITIONS

Tornado - A tropical thunderstorm; a violent destructive whirling wind accompanied by a funnel-shaped cloud that progresses in a narrow path over the land.

Flood - A rising and overflowing body of water especially onto normally dry land; a condition of overflowing.

Nuclear - A weapon whose destructive power derives from an uncontrolled nuclear reaction.

In the event a "TORNADO WARNING" is issued for the City of Toledo and surrounding areas, the following procedures shall be implemented by LMHA in order to protect life and property.

Executive Director:

1. The Executive Director will obtain up-dated listings (Exhibit A) of shelters, emergency numbers and evacuation routes to pass on to the LMHA staff for their dissemination.
2. The Executive Director will contact at least two PHAs outside of the probable disaster area to secure their agreement to provide equipment and materials to the LMHA immediately after the storm, upon confirmation of need by the Executive Director.
3. The Executive Director will report active shelter locations to be selected and operated by the Red Cross.
4. The Executive Director will authorize the release of employees by their supervisors after the completion of their assigned disaster preparatory actions to go home to complete personal arrangements and preparations for their families.

Property Management:

1. Property Managers or On-Site Emergency Coordinators (OEC) shall use reasonable efforts to identify special residents, i.e., elderly, handicapped or disabled, who may need special assistance, and coordinate with family members, beneficiaries, or social agencies for delivery of necessary services (Exhibit B).
2. On-Site Emergency Coordinators shall require all residents who are planning to evacuate the development (to go to an emergency shelter, stay with friends or leave town) to notify them so that their whereabouts will not be a concern during and after the disaster.

3. Re-acquaint all staff with CPR training and techniques.
4. Central and AMP staff shall safeguard LMHA records and equipment by having them located in a safe, dry area.
5. On-Site Emergency Coordinators shall (a) request all residents in known low elevation areas to evacuate to the nearest designated shelter or to higher ground; (b) provide a checklist (Attachment 3) of items such as nonperishable food, medicine, clothing, special needs items, water, candles with matches or lighters, etc., to the residents as a reminder that these items should be procured or assembled, as they may not be available during a disaster when flooding, loss of electric power or even their apartments may not be habitable; (c) stock sufficient medical supplies, lunch provisions and water supplies that may be required for emergency personnel working at their site.

Purchasing:

1. Purchasing Manager shall ensure an adequate supply of bandages, tape and antiseptic solution.
2. Purchasing Manager shall ensure that sufficient batteries are on hand for flashlights. A sufficient amount is considered to be two (2) changes per flashlight.

AMPs Maintenance:

1. Central's Regional Asset Manager shall ensure that all vehicles assigned as "Emergency Response Vehicles" (Attachment 1) have a spare tire, jack, and lug wrench, and that extra mounted-tires are properly inflated and stored at the Central maintenance facility.
2. The Purchasing Manager / Purchasing Agent shall rent six (6) chain saws.
3. The Maintenance Coordinators shall purchase three (3) skids of plywood for the purpose of boarding windows as required, and a large quantity of 30 lb. felt and heavy plastic for their AMPs.
4. The Purchasing Manager shall obtain four (4) portable cellular phones -- ensure full battery charge and distribute per Executive Director's instructions.
5. The Maintenance Coordinators shall ensure that all windows are closed and secured at Central and Site Administrative Offices.
6. All Maintenance Coordinators shall ensure that their crews have properly stowed any loose items or equipment in the warehouse yard on project sites and emptied vehicles of all trash and items not required for emergency response.
7. The Maintenance Coordinators shall ensure that a trash run is made through all developments and any bulk items, which may cause a hazard due to wind or flood, are removed from the site.
8. Maintenance Coordinators will ensure that all portable pumps are operating properly.

9. Maintenance Coordinators shall ensure that all portable gasoline generators are operating properly.
10. Central's Regional Asset Manager shall ensure that vehicles are assigned and equipment placed in vehicles per vehicle Assignment List (Exhibit C), and all vehicles shall have full tanks of fuel.
11. Vehicles should be parked inside buildings where possible to protect them, their emergency supplies, and equipment from wind damage.

Central Office Administration:

1. The Finance Director shall identify safe storage space for LMHA records and equipment and make preparations to either raise such above water level experience or relocate them.
2. Human Resources shall update LMHA's list of employee names, addresses, and telephone numbers.
3. Staff shall prepare boxes for packing of essential office supplies and small equipment.
4. Two complete backups of all computer information shall be made and stored in two separate facility locations. No further transactions shall be made after completing the backups.
5. All staff shall have verified health insurance cards and workers compensation cards and information.
6. The Finance Director will draw a check in the amount of \$3,000 for petty cash with the cash stored in the vault.
7. The Finance Director will safeguard all permanent records.
8. Set aside blocks of checks from the various accounts and obtain two (2) manual typewriters for issuing checks.
9. Shut down and disconnect central computer system.

DURING TORNADO

Take protective measures (you and your family):

1. Go to the center of your home (get as many walls as you can between you and the outside).
2. Protect yourself from flying glass and structural debris from damaged walls, glass doors and roofs (get under or behind supportive furniture).
3. Be alert for broken electrical wires, water pipes and gas lines. Don't get electrocuted or contribute to a gas explosion!
4. Turn on your battery operated radio and keep tuned to a local radio station giving the latest information and instruction on the conditions caused by the tornado.

POST-DISASTER ACTIONS -- IMMEDIATE

Executive Director:

1. Emergency Command Center for Recovery Operations:

- a) This will be immediately established at 201 Belmont by the Executive Director. This Center will direct the Recovery Operations for LMHA by:

- 1) Establishing the priorities of work to be accomplished.
- 2) Identifying the sites with the greatest need for help.
- 3) Making personnel and equipment assignments to carry out the job.

b) Progression of Control:

It is impossible to know in advance where a storm will strike the hardest and leave the greatest area of destruction.

Many key personnel that we are counting on may not be able to report for duty immediately because of personal circumstances or blocked roadways.

In regard to the leadership of the Emergency Command Center for Recovery Operations -- if the Executive Director is not present, it will fall to the Deputy Director. If neither is available, the Director of Redevelopment and Modernization will assume the responsibilities of the Command Center.

Lines of authority as established by our Organizational Chart will be followed throughout the Authority.

All Personnel:

1. All employees, when practicable, based upon their own personal situations, are to report to their normal place of work and check in with their supervisor. The employee's first obligation is to the care and safety of his or her family. Then, when that is satisfied, proceed to your place of duty to help with the problems the LMHA may be encountering.
2. For the first 15 to 18 hours, all personnel shall be prepared to work continuously until safety and health considerations are satisfied. Matters of comfort and aesthetics will be resolved later during normal duty hours.

Property Manager:

1. Within the first two hours after the Property Manager returns to their development, he/she shall inspect and assess the damage by completing a walking tour of the entire development. In the event the Property Manager is not available, this assessment is to be performed by Management Aide.
2. He/She shall make his/her report to the appropriate Regional Asset Manager in the Emergency Command Center for Recovery Operations at or before the end of the two-hour period.

Fill in EIR Form #1 and leave with Regional Asset Manager. This should be hand-delivered because very possibly the phone lines will be down, it will be a matter of written record, and you can give a more effective eyewitness account of what you found and what needs to be done. The form will also cause you not to skip any important items while under stress that may turn "critical" if left unattended or unnoticed. All assembled EIR's will be reviewed and submitted to the Executive Director highlighting any critical areas of need.

3. The Property Manager is in charge at their property(ies) and with the Maintenance Coordinator, emergency recovery assignments should be made using personnel present for duty and also able-bodied residents who can help in alleviating the misery caused by the disaster. Cleanup and rescue actions should be underway throughout LMHA at all of its developments within the first two hours after return to work and each under the control of the Property Manager at their site.
4. THE FIRST TASK AT EACH DEVELOPMENT AFTER THE RESCUE AND CARE OF THE INJURED IS TO CLEAR THE STREETS.

Using chain saws, vehicles and manpower, push all debris beyond the curbs on both sides of the street. Clear roadways are needed for the ambulances and fire trucks to enter and exit for obvious reasons.

Director of Redevelopment and Modernization (Emergency Assessment Coordinator or EAC):

1. At the end of the first two hours, the Director of Redevelopment and Modernization, or EAC, with the assistance of the Regional Asset Managers, will report their assessment of the situation to the Emergency Command Center for Recovery Operations and his or her list of priority actions.
2. The Director of Redevelopment and Modernization and the Maintenance Coordinator should each visit different quadrants initially to gather data in the shortest time possible, then combine their findings at the end of the two hour period so that an overall damage assessment of LMHA properties can be determined as soon as possible.
3. Priorities in order of importance should be (1) life safety; (2) health considerations; (3) safety of property; (4) comfort; and (5) aesthetics.
4. Should electrical power be lost, the Emergency Command Center will establish where our limited emergency generator power should be used. The Maintenance Coordinator will then assign the required personnel to hook it up and service the emergency generators during working hours.

RECOVERY -- 24-HOURS AFTER THE DISASTER

All Personnel:

Upon satisfactory assessment that safety and health are assured, personnel will commence a seven (7) day work-week (8:00 A.M. - 5:00 P.M.) until "the emergency" is considered by the Executive Director to be at a controllable level. Remember, it may take months to return the facilities to normal. The work force should not be over-extended or exhausted by continuous overtime schedules once safety and health items have been satisfied. All non-essential staff will be assigned to various tasks that may arise.

Executive Director:

1. Contact the backup PHAs and advise them of the aid required (Exhibit D).
2. Advise the County Emergency Operation Center of LMHA's condition, indicating that our response has consisted of emergency actions taken by our employees and tenants in response to obvious and immediate needs; give a quick overview of damage. State whether or not organized forces are needed which would employ specialized equipment and vehicles.

The County's Emergency Operation Center (EOC) is located in a heavily structured building with the necessary communications required to control and operate all rescue efforts resulting from a disaster affecting Lucas County.

3. Conduct meeting of senior staff at the close of the day to assess progress and ascertain any special needs.

Property Manager:

Each Property Manager will assemble a "Damage Assessment Team" consisting of the Property Manager, Management Aide, and possibly an on-site maintenance employee to go through the site and upgrade the initial "two hour report" hand carried to the Emergency Command Center.

This evaluation will reveal the status of the situation at the project at that time, i.e., (1) names of casualties; (2) names of the injured; (3) whether or not they are in places of treatment; (4) "unreported" persons whose whereabouts are unknown; (5) the status of electrical power, gas and water; (6) water damage (inside and out); (7) roof and wall damage; (8) how many apartments are not habitable; (9) any estimates by utilities personnel reporting to the scene (gas, electric and water) as to when their services may be restored; and (10) what your immediate needs are.

Regional Asset Managers:

1. Make available parts, supplies, and equipment to sites based on Command Center priorities.
2. Assess manpower requirements and make recommendations for the shifting of personnel from one area to another to meet priority commitments.
3. Monitor recovery actions in progress at each project and if necessary, contract for outside specialized help if it is available.

RECOVERY -- 48-HOURS AFTER THE DISASTER

Executive Director:

1. Call special emergency Board meeting to brief members of any loss of life, casualties, property damage (wind, water, fire) and to apprise the Board of emergency decisions made during the storm and recovery process.
2. Notify HUD, as communications permit, of the damage, loss of life and an initial estimate of needs.
3. Notify insurance carrier of the disaster.

Administration, Management and Maintenance:

Continue with the clean-up and other actions required to bring us out of the "emergency state" as soon as possible. Efforts should be prioritized to accelerate the repair of damaged housing units.

Executive Director:

When the Executive Director considers that the "emergency" has reached a controllable state, he will announce a cessation of the "seven (7) day work week" and a return to the normal 40-hour work week schedule.

Many months of hard work will be required before the facilities can be returned to normal. Considering this, the work force should not be over-extended or exhausted by continuous overtime schedules for any longer than is necessary once the health and well-being of our tenant population is established.

This Disaster Plan is a guide, and is not intended to be all-inclusive. As situations arise, it will be modified to meet unique circumstances due to the natural disaster.

EXHIBIT "C"

EMERGENCY RESPONSE VEHICLE ASSIGNMENT LIST

CENTRAL MAINTENANCE VEHICLES (5)

Equipment List:

Vehicle 1 - East Side

1. Chain Saw, sharpener, extra chain and blade
2. Shovels (2)
3. Rakes (2)
4. Flashlights (2)
5. Portable radio (1) - personal
6. Tool box with tools
7. 5 gallons of gas (for truck)
8. 5 gallons of chain saw gas and oil
9. 5 gallons of water
10. Emergency first aid kit
11. 10 rolls of felt paper and plastic covers
12. 2 cans of "Fix-A-Flat" (seals leaks and provides tire pressure)

Vehicle 2 - East Side

1. Same as above
2. Portable generator
3. Circular saw, drill and bits
4. 15 sheets of plywood, bolts and fasteners

Vehicle 3 - West Side of Maumee River

1. Chain Saw, sharpener, extra chain and blade
2. Shovels (2)
3. Rakes (2)
4. Flashlights (2)
5. Portable radio (1) - personal
6. Tool box with tools
7. 5 gallons of gas (for truck)
8. 5 gallons of chain saw gas and oil
9. 5 gallons water
10. Emergency first aid kit
11. 10 rolls of felt paper and plastic covers
12. 2 cans of "Fix-A-Flat" (seals leaks and provides tire pressure)

Vehicle 4 - West Side of Maumee River

1. Same as above
2. Portable generator
3. Circular saw, drill and bits
4. 15 sheets of plywood, bolts and fasteners

Vehicle 5

To be used as a first aid vehicle to transport injured personnel to a medical facility.

1. Stretcher
2. Bandages
3. Tourniquets
4. Splints
5. Antiseptic solution
6. Tape
7. Cotton
8. Saline solution

EXHIBIT "D"

BACK-UP PHA SUPPORT NEEDS

1. Volunteer employees from other PHAs will come under the control of the Executive Director for emergency action assignments.
2. Minimum stay 72 hours.
3. Work schedule to be the same as LMHA staff.
4. Arrive with a sufficient number of vehicles, so as not to require LMHA transportation upon arrival in Toledo to work sites.
5. Diversity of skills and a commitment to perform any duties necessary.
6. Be self-contained as to sleeping accommodations, linens, water, food, etc. (an RV would provide ideal accommodations).
7. Bring adequate tools and other equipment to render support assistance.
8. Backup PHAs to provide all front-end funding of expenses to be incurred by their support personnel.

EXHIBIT "E"

CHECKLIST OF ITEMS TO ASSEMBLE BEFORE THE DISASTER

Remember, if you stay in your own home during the disaster and it was not damaged, you could be without: (1) electricity; (2) gas; (3) water; and (4) sewer service for several days.

PLAN AHEAD!!

1. Each person needs one gallon of water a day.
2. Obtain a week's supply of nonperishable foods (canned goods -- meat, tuna fish, vegetables, baked beans, peanut butter, jelly, soups, boxes of crackers, cereal, bread, etc.)
3.
 - a) Get a non-electric can opener.
 - b) Most foods will have to be eaten cold; normal appliances may not work.
 - c) Plan to eat your frozen foods in advance -- with no electricity, you have no refrigerator or freezer and items will spoil.
4. Medicines you need.
5. Special dietary and baby foods.
6. Personal care items and toilet paper.
7. First aid supplies (Band-Aids, bandages, antiseptic solution).
8. Blankets.
9. Candles with matches or lighter.
10. Flashlight with extra batteries.
11. Portable battery operated radio (to listen for important information broadcast during the storm).
12. Have your car ready -- check gas, oil and water.