

Hightstown Housing Authority

DISASTER RESPONSE GUIDELINES

The Borough of Hightstown, as all areas, is subject to natural and manmade disasters. The disaster most likely to affect the Hightstown Housing Authority is flooding, extended power outages, fire or earthquake. Because significant warning that a disaster of this type will strike can seldom be given, this policy focuses primarily on how the Authority shall react to such a disaster. While the preparations we can make for a disaster are limited, the Authority 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 a natural or manmade disaster:

- A. The Executive Director shall serve as the coordinator of the Hightstown Housing Authority's disaster response efforts. As such, the Executive Director shall serve as the liaison to any community-wide disaster planning efforts.
- B. A list of potential community shelters, motels and hotels shall be compiled and retained by the Authority for use in the case of a disaster.
- 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 a natural disaster strikes the Authority. Therefore, employees will be encouraged to potentially operate outside their job descriptions in any way required to assist in the recovery effort.
- E. The Executive Director shall prepare an emergency plan for their site and have it approved by the Board of Commissioners. These plans shall be reviewed annually by the Executive Director for completeness and timeliness. Each plan shall include the following:
 1. A method of verifying the well-being of the residents after the disaster;
 2. A method of checking the physical condition of the property for visible damage;
 3. The designation of a post-disaster assembly area for the residents to go after the disaster; and

4. A plan for informing the residents what they should do in the aftermath of the disaster.
- F. These site plans will be included as part of an overall authority emergency plan which will be developed under the direction of the Executive Director. The Authority 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 or manmade disaster:

- A. If a disaster occurs during working hours, all employees except those at a damaged site shall immediately report to the Hightstown Housing Authority Office for assignment. If the Office is damaged beyond usage, they shall report to the nearest damaged site to assist in the recovery effort until a HHA Command Center is designated.
 - a. If offices are damaged beyond repair, the temporary command center will be the offices of the United Methodist Church on Stockton Street.
- B. Outside of normal working hours, employees shall immediately report to the Office and inspect Authority properties between their home and the Office. Employees will perform items E through G prior to reporting to the 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 Office, the emergency generator shall be immediately started to enable usage of the facilities.
- D. Individual employees, with the guidance from the local building department will be directed from Office to the units or buildings to assess for habitability with particular attention being paid to structural integrity.
- E. With assistance and coordination of the local police, fire and EMS, 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 the 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, Borough Administrator and any other appropriate Borough Official of Hightstown as soon as practical after the disaster.
- J. As soon as practical, the Executive Director, with the consent of the Chairperson, will call a Special Emergency Board of Commissioners Meeting on the situation and apprise the Board of emergency decisions made arising from the disaster and recovery activities.
- k. The Executive Director shall at all times be the primary media contact. The Chairman of the Board of Commissioners shall act as the media contact in the absence of the Director.

3.0 Follow up:

1. Resident Safety and Security
 - a. All units in the affected areas will be reviewed and residents contacted. If unit is uninhabitable, relocation will be coordinated from the command center. Resident will be brought to the command center for instructions on relocation. If unit is habitable, resident will be kept abreast of the damages, and repairs.
 - b. At no time will the use of small gasoline generators be allowed except by professional contractors or emergency response personnel.
2. Securing and Evaluating the Property.
 - a. The Executive director will assess, with a team of professionals as needed the condition of the property and develop the scope of work needed to secure the asset.
 - b. A secondary plan will follow for the reconstruction of the affected property.
3. The First United Methodist Church will be the designated meeting area for the residents in case of disaster. The lower level assembly area will be used.
4. The Executive Director will assess the situation and keep the residents informed on a regular basis.
5. Reconstruction/ renovation plans shall be developed with the Executive Director, Board of Commissioners immediately following the event.
 - a. Budgets for the renovations will be assessed by the board and the insurance providers prior to reconstruction beginning.

Emergency Contacts:

Allen Keith LePrevost, Executive Director

Hightstown, NJ 08520

kleprevost@hightstownhousing.org

The Board of Commissioners of the Hightstown Housing Authority

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Carole E. Nelson

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Housing Authority Insurance Group

P.O. Box 189

Cheshire, CT 06410-0189

Policy #HAPI-952-125028-2013 & HARRG-952-125029-2013

Carmen MacArthur, Insurance Rep- ext 440

800-873-0242

www.housingcenter.com

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Council President Susan Bluth

Seth Kurs

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HUD- Newark

Iqbal Memon

1-973-776-7231

Iqbal.memon@hud.gov

Tina Lowman (financial)

1-973-776-7217

tinia.l.lowman@hud.gov

Service Providers and Contractors:

SERVPRO- East Windsor

1-888-896-5002

1-732-407-7295

1-609-443-9110

WWW.servproeastwindsor.com

ServiceMaster

1-215-322-1175

1-215-322-2337

www.svmteam.com

Mack Industries (Boilers)

1-800-783-9137

1-609-396-9257

www.mack-industries.com

Jersey Central Power and Light

1-800-662-3115

1888-544-4877 (outage)

www.firstenergycorp.com

Public Service Electric and Gas

1-800-436-7734

<http://www.pseg.com>

Lombardo Electric

1-609-259-8353

1-609-947-8240 (mobile)

jimlombardoelectric@gmail.com

Kenneth Marshall Electric

1-609-443-3166

Tindall and Ranson (plumbing)

1-609-924-3434

<http://www.tindallranson.com>

Reddings (plumbing)

1-609-924-0166

www.reddings.com
mike@reddings.com

Mercer Drain Cleaning

1-609-577-8606

1-609-587-2134

Roto Rooter Plumbing and Drain

Scott Jackson

1-609-451-1949

<http://www.rotorooter.com/trentonnj/>

Temporary Housing- Emergency Shelter

First United Methodist Church of Hightstown

187 Stockton Street

Hightstown, NJ 08520

1-609-448-0041

First Baptist Church of Hightstown

125 South Main Street
Hightstown, NJ 08520
1-609-448-0103

American Red Cross of Central New Jersey (supplies and relo assistance)

Lyn Scott

Suite 101
Princeton, NJ, 08540
Phone: (609) 951-8550-- Cell# 609-955-0966

Longer Term Housing- 2 weeks of less

Quality Inn

351 Franklin Street
Hightstown, NJ 08520

1-609-448-4571