

EMERGENCY DISASTER PLAN POLICY

The Housing Authority of the City of Milwaukee (HACM) understands that it is subject to natural disasters as well as acts of terrorism. A natural disaster is the most likely type of disaster to impact HACM operations. Because significant advance warning of a disaster of this type is unlikely, this policy addresses primarily how the Authority will respond to such a disaster. The Authority will take all reasonable steps necessary to enable the staff and residents to act promptly and effectively in the event of an emergency.

1.0 PREPARATION

The following steps will be taken to prepare for a natural disaster:

- A. The Executive Director shall serve as the coordinator of the Housing Authority of the City of Milwaukee's disaster response efforts. As such, the Executive Director or designee shall serve as the liaison to any community-wide disaster planning efforts.
- B. A list of potential community shelters 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 disaster strikes the HACM. Therefore, employees will be encouraged to potentially operate outside their job descriptions in any way required to assist in the recovery effort.
- E. The site manager in charge of each development or HACM building shall prepare an emergency plan for their site and have it approved by the Executive Director within sixty (60) days of the adoption of this policy. 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;

4. A plan for informing the residents what they should do in the aftermath of the disaster;
 5. A plan to inform the residents of the contents of the site's emergency plan and practice where appropriate;
 6. A cyber security protection plan;
 7. A method of alternative communications in case it is needed; and
 8. A determination that appropriate and adequate insurance has been obtained.
- 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 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, employees except those at an impacted site shall be immediately directed by their supervisor to report to the HACM's Public Safety Dispatch Center Office for assignment. If the location is damaged beyond usage, they shall report to the nearest undamaged site to assist in the recovery effort.
- B. Outside of normal working hours, employees shall immediately report to 650 West Reservoir and inspect Authority properties between their home and that location. Employees will perform items E through G prior to reporting to the 650 West Reservoir. Employees are expected to ensure the safety of their own families prior to reporting to work.
- C. If electrical power is lost at 650 West Reservoir, a generator shall be immediately started to enable usage of the facilities.
- D. Individual employees will be directed from 650 West Reservoir to each development 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 service 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 650 West Reservoir as soon as practicable.
- H. Work assignments will be made based upon reports received regarding damage sustained.
- I. The Executive Director will brief the appropriate elected officials as soon as practical after the disaster.
- J. HACM's Public Safety maintains a list of all residents.