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HOUSING MANAGEMENT BUREAU MEMORANDUM #2011-B-05

To: All Owners, Managing Agents and Site Managers
In New York City, Long Island and Westchester County

From: Robert Damico, Director
Office of Housing Management

Date: August 26, 2011

Subject: Emergency Preparedness Advisory – Hurricane Irene

Recent guidance for New York State regarding the impending storm, particularly on low lying properties in the above noted regions, indicates the potential for widespread heavy rain, storm surge and strong winds beginning this weekend. Please be advised that many preparations by County Emergency Managers are currently underway and monitoring of the storm's track will continue throughout this weekend. Every development should communicate to its Residents the locations of the nearest evacuation centers.

This advisory notice is to encourage Owners, Management Staff and Residents to follow all standard emergency preparedness for your individual homes and common site areas. The time is now to identify potential hazards which can reduce the dangers of serious injury or extensive property damage. All Residents should be contacted immediately to relay emergency preparedness information and to ascertain those Residents requiring special assistance or provisions in case of interruption of basic services or evacuation.

The following are referrals and some practical measures to be taken in advance of the storm, and to be augmented to suit a particular housing development and geographic area:

- Make plans to secure property – store and tie down all outdoor furniture, fixtures and gas grills, etc.; as well as ensure that trees and shrubs around your properties are well trimmed.
- Get a Kit: <http://www.ready.gov/america/getakit/index.html>
Examples include:
 - Water (1 gallon per person per day for at least three days)
 - Food (three day supply of non-perishable items that you eat regularly {include pet food})
 - Medications (including prescription and non-prescription meds)
 - Tools & Supplies (utility knife, duct tape, battery powered radio, tool kit, dust mask, etc.)

- Sanitation and Hygiene (household bleach, soap, towels, etc.)
- Clothing & Bedding (change of clothes per family member, shoes, blankets)
- Important documents (copies of your driver's license, passport, birth certificate, Social Security card, deeds, insurance policies, military papers [DD214], etc.)
- First Aid supplies (sterile gloves, sterile dressings, cleansing agent, antibiotic ointment, burn ointment, adhesive bandages, eye wash solution, thermometer, scissors, petroleum jelly)

New York City evacuation centers:

http://www.nyc.gov/html/oem/downloads/pdf/hurricane_map_english.pdf

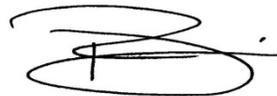
Make a Plan: <http://www.ready.gov/america/makeaplan/index.html>

- Identify family contacts locally and out of town.
- Ensure all family members know the phone numbers, have a cell phone, coins, or a pre-paid phone card to call emergency numbers
- Identify business contacts, i.e. Insurance Company, landlord, financial institution, employer
- Sign up to alert services for your area, i.e. <http://www.nyalert.gov/>, <http://www.nyc.gov/oem>
- Use text messaging. Text messages can often get around network disruptions
- Review your homeowner/property or renter insurance policy and coverage
- Plan to Stay or Go - Be informed of the event to decide to shelter in place or evacuate; develop a Home Evacuation Plan, <http://www.ready.gov/america/makeaplan/evacuating.html>
- Plan for pets – develop a list of veterinarians and lodging in your area and in other cities where you might need to temporarily shelter your pet if evacuating the area, <http://www.bringfido.com/>, <http://www.aspc.org/pet-care/disaster-preparedness/>
- What kind of emergencies could occur in your area? What methods of communicating to the public are used in your community (emergency radio or TV, sirens, reverse 9-11)?
- Inquire about the emergency plans at your work, daycare, or school
- Lessen a disasters impact by mitigating; <http://www.fema.gov/plan/protectingyourself.shtm>

Others resources:

- Being prepared: <http://www.redcross.org/www-files/Documents/pdf/Preparedness/checklists/Hurricane.pdf>
- Federal Emergency Management Office <http://www.fema.gov/>
- NYC Office of Emergency Management <http://www.nyc.gov/html/oem/html/home/home.shtml>
- NYS Emergency Management Office <http://www.dhSES.ny.gov/>
- National Hurricane Center (including maps, projected paths and storm surge probabilities): <http://www.nhc.noaa.gov/>

Please be advised that NYS Homes and Community Renewal staff will reach out after the storm has passed for a status report on the residents and properties.



Robert Damico