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OFFICE OF HOUSING MANAGEMENT MEMORANDUM #2016 – C – 01

To: All Housing Authority Executive Directors/Chairpersons
All Housing Company Owners, Managing Agents and Managers

From: Robert Damico, Director

Date: June 10, 2016

Subject: Emergency Preparedness Advisory

The Atlantic hurricane/coastal storm season began June 1 and continues through November 30. New Yorkers everywhere need to begin to take steps to prepare for the storm season. Past history reveals that the entire state, from Montauk to Buffalo, is vulnerable to the effects of hurricanes in Atlantic coastal areas and from extensive flooding if a storm moves inland.

New York State Homes and Community Renewal (HCR) strongly advises all Owners, Management Staff and residents to follow all standard emergency preparedness for your buildings, your homes and common site areas. The time is now to identify potential hazards which can reduce the danger of serious injury or extensive property damage. All residents should be contacted to relay emergency preparedness information and to ascertain those residents requiring special assistance or provisions in case of interruption of basic services or evacuation.

Hurricane Preparedness and Recovery

Important steps New Yorkers should take to be prepared for a storm

<https://www.health.ny.gov/environmental/emergency/weather/hurricane/>

- Have plenty of non-perishable food and water supplies on hand. Make sure battery-operated radios and flashlights are available and have an ample supply of batteries. Hand-cranked flashlights and radios that do not need batteries may also be useful. Have a first aid kit available and make sure there is an adequate supply of prescription drugs and other medicines on hand for those who require them.
- Know how to contact all family members at all times. Identify an out-of-town friend or family member to be the "emergency family contact." Then make certain all family members have that number. Designate a family emergency meeting place where the family can meet in case you can't go home.

- Pay particular attention to relatives with special needs, small children and pets. Know where to relocate pets during a storm because most shelters will not accept pets. Shelters will only accept "service animals" that assist people with disabilities.
- Prepare an emergency phone list of people and organizations that may need to be called. Include children's schools, doctors, child/senior care providers, and insurance agents.
- Follow the news and emergency broadcasts of local radio and television stations that will provide up-to-date official information during a storm emergency, including recommendations to evacuate specific areas.
- Find out what emergency plans are in place in your community and how you will be notified in the event of an emergency.
- Know the hurricane risks in your area and learn the storm surge history and elevation of your area.
- Store important documents such as insurance policies, medical records, bank account numbers, and social security cards in waterproof containers. Also have cash (in small bills), checkbook, credit and ATM cards readily available.

The following are referrals and some practical measures to be taken in advance of a 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.; ensure that storm drains are cleaned and generators are operational; as well as trees and shrubs around your properties are well trimmed.
- Get a Kit: <http://www.ready.gov/kit>

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 and Supplies (utility knife, duct tape, battery powered radio, tool kit, dust mask, etc.)
- Sanitation and Hygiene (household bleach, soap, towels, etc.)
- Clothing and 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)

Others resources:

- Ready to Respond Disaster Staffing Toolkit - <http://www.enterprisecommunity.com/solutions-and-innovation/green-communities/ready-to-respond/disaster-staffing-toolkit> and https://s3.amazonaws.com/KSPProd/ERC_Upload/0100738.pdf
- Enterprise Ready to Respond: Strategies for Multifamily Building Resilience — <http://www.enterprisecommunity.com/resources/ResourceDetails?ID=0100907>
- <https://www.health.ny.gov/publications/7064/prepare.htm#hand>
- NYS Homeland Security and Emergency Services — <http://www.dhSES.ny.gov/>
- NYS Office of Emergency Management — <http://www.dhSES.ny.gov/oem/>
- Being prepared: http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4340160_Hurricane.pdf
- New York City evacuation centers: http://www.nyc.gov/html/oem/downloads/pdf/hurricane_map_english.pdf
- Make a Plan: <http://www.ready.gov/make-a-plan>
- Federal Emergency Management Office — <http://www.fema.gov/>
- NYC Office of Emergency Management — <http://www1.nyc.gov/site/em/index.page>
- National Hurricane Center (including maps, projected paths and storm surge probabilities): <http://www.nhc.noaa.gov/>

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

Yours truly,



Robert Damico
Director, Office of Housing Management