 

***[Property Name]***

*[Mgmt Company]*

*[Address]*

*[Address]*

*[Phone]*

## Objective

[Explain why an emergency plan is useful, and how will it benefit this particular property]

## Communication

### Emergency Plan Coordinator(s)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Office** | **Office Phone** | **Cell Phone** |
|       |       |       |       |
|       |       |       |       |

\**The Coordinator(s) is responsible for alteration and review of the plan and may be contacted for further information.*

### Agency Contact Information

[Use the table below to enter the contact information for the housing organization that owns or manages the property]

|  |  |  |
| --- | --- | --- |
| **Contact** | **Name** | **Phone**  |
|       |       |       |
|       |       |       |
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### Emergency Contact Information

***\*For emergencies dial 911***

[Use this table to identify the contact information of the emergency responders and other emergency contacts in the community]

|  |  |  |
| --- | --- | --- |
| **Organization** | **Contact** | **Phone**  |
|       |       |       |
|       |       |       |
|       |       |       |
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### Tenant Responders

[Describe the role of any tenants who are responders or who have designated roles during emergency responses]

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Apt** | **Home Phone** | **Cell Phone** |
|       |       |       |       |
|       |       |       |       |
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## Vulnerability and Building Assessment

*Building Location:* **[Address]**

**[Address]**

*Description:* *[A description of the physical building(s), and surrounding areas. Also include any information that may be useful in an emergency (main demographic of residents, historical issues, etc.)]*

## Supplies & Resources

[Describe what steps are taken to supply or prepare tenants for an emergency, e.g. training courses, information, etc.]

*The following supply source agreements have been made:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Supply** | **Source** | **Contact** | **Location** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

*\* Please attach a copy of any contracts or agreements*

*The following is a list of VOAD’s in the area:*

|  |  |  |
| --- | --- | --- |
| **Volunteer Organizations Active in Disaster** | **Contact** | **Phone**  |
|       |       |       |
|       |       |       |
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*\* Include any neighborhood resources such as neighborhood watch, CERT teams, etc.*

*The following is a list of specialty training of residents which may be useful in an emergency:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training** | **Resident** | **Apartment** | **Home Phone** | **Cell Phone** |
|       |       |       |       |       |
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## Protocol Plans

The following shows a chain of command for the complex.

|  |
| --- |
| **Chain of Command** |
| ***Fire*** | ***Gas Leak*** | ***Power Failure*** | ***Water Shutoff*** |
| 1.       | 1.       | 1.       | 1.       |
| 2.       | 2.       | 2.       | 2.       |
| 3.       | 3.       | 3.       | 3.       |
| 4.       | 4.       | 4.       | 4.       |
| 5.       | 5.       | 5.       | 5.       |

|  |
| --- |
| **Processes and Duties** |
| **Tenant Responders** | * [Describe the process and responsibilities of the tenant responders]
*
*
 |
| **Emergency Coordinator** | * [Describe the process and responsibilities of the Emergency Coordinator]
	+
	+
 |
| **Other Personnel** | * + [Describe the process and responsibilities of other personnel]
	+
	+
 |

**Evacuation Plan**

[Describe the evacuation plan in detail, or supply a picture or graph.]

**Meeting Location:**

[Describe a meeting location after the evacuation (provide a picture if possible).]

**Emergency Shelters:**

[Describe a possible emergency shelter, give the address, and provide a map if possible.]

|  |
| --- |
| **Current List of Residents** |
| *Name* | *Apt.* | *Phone*  | *Special Requirements in an Emergency* |
|       |       |       |       |
|       |       |       |       |
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