

PORT HURON HOUSING COMMISSION EMERGENCY DISASTER PLAN POLICY

The Port Huron Housing Commission (PHHC) recognizes the potential of facing emergency and/or disaster situations. Emergency and/or disaster situations can result in both loss of life and property damage. Because significant warning that these types of situations will strike can seldom be given, this policy focuses primarily on how the PHHC shall react to such a disaster. While the preparations we can make for a disaster are limited, the Port Huron Housing Commission will take all reasonable steps to enable it to act promptly and effectively. In order to protect our properties and our tenants, this Emergency Disaster Plan Policy has been prepared.

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 PHHC's disaster response efforts. As such, the Executive Director shall serve as the liaison to any community-wide disaster planning efforts.
- B. By adopting this Policy, the Board of Commissioners hereby temporarily waives the Petty Cash limit and approves a temporary increase to the amount deemed necessary by the Executive Director for the duration of any emergency caused by a disaster.
- C. By adopting this Policy, the Board of Commissioners recognizes that extraordinary efforts will be needed if a disaster strikes the PHHC. Therefore, employees will be encouraged to potentially operate outside their job descriptions in any way required to assist in the recovery effort.
- D. An Emergency Disaster Plan will be developed and shall be reviewed annually by the Health and Safety Committee, with any changes/updates to the Plan requiring the approval of the Executive Director.

The Emergency Disaster 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. A list of potential community shelters for use in the case of a disaster.

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 method of alternative communications in case it is needed; and

2.0 REACTION

Steps to react to an emergency and/or disaster situation will be taken as specified in the PHHC Emergency Disaster Plan.