



Emergency Action Plan

Effective March 29, 2013

This plan replaces any plans prior to March 29, 2013

Fire

1. Call 911.
2. If not during office hours, call Executive Director and Maintenance Staff.
3. Executive Director, Maintenance Supervisor, or Office Manager will make set of keys (8) available for fire department.
4. Meet in the following location to organize (depending on the location of the fire):
 - a. Tolin Terrace – Outside of NW door of Apollo Towers community room.
 - b. Apollo Towers – Front circle drive of Apollo Towers.
 - c. Parkview Plaza – Parking Lot east of Parkview Plaza.
5. The residents should be directed to take the nearest exit without smoke or fire and report to the parking lot north of Tolin Terrace (when the fire is in Parkview Plaza or Apollo Towers) or the front circle drive of Apollo Towers (when the fire is in Tolin Terrace).
6. When fire department arrives, Executive Director, Maintenance staff, or Office Manager will remain available to fire department commander.
7. Once fire is contained and the fire department determines that it is safe to return into the building, staff will account for all of the residents.
8. If the fire was in Parkview Plaza, the Executive Director, Maintenance staff, or Office Manager will shut off the sprinkler system on the north side of the building.
9. The Executive Director will be the spokesperson for any inquiries.
10. Finally, the insurance carrier will be notified and the damages assessed as soon as possible.
11. Fire drills will be scheduled, communicated to residents, and conducted at least semi-annually.

Tornado

1. When a tornado warning is issued, residents and staff should immediately leave apartments, offices, and other exterior rooms and seek shelter in a hallway of either Apollo Towers or Parkview Plaza away from doors or windows. No staff member should be working in Tolin Terrace or outside if there is indication of threatening storms in the area.
2. If the properties sustain damage from a storm wait until the all clear has been issued. The staff should meet at the office or, if the office is not available, the front circle drive of Apollo Towers.
3. If it appears that there could be injuries, loss of life, or hazards created by the storm, staff should immediately call 911 if possible.
4. If 911 was contacted then staff should wait for emergency response to arrive. The Executive Director, Maintenance staff, or Office Manager should assist emergency response manager in directing rescue operations.
5. If conditions warrant, staff should account for all of the residents.
6. The Executive Director will be the spokesperson for any inquiries.
7. The Executive Director Maintenance staff, or Office Manager should assess property damage and/or hazards and contact the insurance carrier.

Gunman/Shooter

1. When a gunman is on any of the properties discharging a weapon or threatening to do so, immediately use your key to get into an apartment or maintenance room, lock the door, get as many walls between you and the gunman, and get on the floor, and call 911.
2. DO NOT come out until you are certain that law enforcement have secured the property.
3. Staff should meet at the \office once the properties are secured.
4. The Executive Director Maintenance staff, or Office assist law enforcement and account for all of the residents.
5. The Executive Director will be the spokesperson for any inquiries.

Bomb

1. If the housing authority receives a bomb threat or a bomb is detonated on the property, immediately call 911 and inform staff.
2. All staff should meet in the parking lot to the north of Tolin Terrace.
3. The Executive Director Maintenance staff, or Office should assist the emergency response manager in directing the evacuation of the building.
4. The Executive Director will be the spokesperson for any inquiries.
5. If necessary, the insurance carrier should be notified.

Ammonia Leak

1. If an ammonia leak is reported, immediately call 911 and inform the staff.
2. If possible, evacuate the residents of Tolin Terrace to Apollo Towers and take them to the top 3 floors of the building.
3. Evacuate all residents and staff to the top 3 floors of Apollo Towers or the top floor of Parkview Plaza immediately.
4. Staff should meet on the 5th floor of Parkview Plaza.
5. The Executive Director Maintenance staff, or Office should assist the emergency response manager in directing evacuation and rescue operations.
6. The Executive Director will be the spokesperson for any inquiries.
7. The Executive Director Maintenance staff, or Office should account for all residents once the emergency has passed.

Utility Loss

1. In the event of serious utility loss, the staff will meet in the office.
2. The elevators will be checked to make sure no one is trapped inside.
3. The utility provider will be notified and communication will be established until the problem is resolved.
4. The Executive Director will be the spokesperson for any inquiries.
5. All of the residents will be notified.

Snow

1. The maintenance crew will be available anytime there is a winter storm advisory or warning.
2. The Executive Director and Maintenance Supervisor, will plan response to snow and/or ice anytime there is a winter storm advisory or warning.
3. Employees and tenants will be encouraged not to go out of their homes when snow or ice present a danger.

Civil Disobedience

1. In case of a riot or other civil disobedience in the area, the staff will immediately call 911.
2. The staff will meet in the office.
3. Once all staff are accounted for, all of the entrances to all of the buildings will be locked until the civil disobedience is brought under control by law enforcement.
4. The Executive Director will be the spokesperson for any inquiries.
5. If necessary, the insurance carrier should be notified.

Disease Epidemic

1. In case of an infectious disease epidemic, the office will be closed and staff will be on call. Any staff required to work during this period will consult the local health officials for direction on the wearing of any protective material.
2. Management and staff will work closely with and under the direction of the local health officials to effectively control the spread of the disease.
3. The Executive Director will be the spokesperson for any inquiries.
4. If necessary, the insurance carrier should be notified.

Earthquake

1. Immediately call 911
2. All staff should immediately exit the buildings and meet in the parking lot east of Parkview Plaza.
3. The Executive Director Maintenance staff, or Office should assist the emergency response manager in directing the evacuation of the building and provide master keys when necessary for search and rescue.
4. The Executive Director will be the spokesperson for any inquiries.
5. The Executive Director Maintenance staff, or Office should account for all of the residents.
6. If necessary, the insurance carrier should be notified.