

**MATHIS HOUSING AUTHORITY
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TO: ALL TENANTS OF THE MATHIS HOUSING AUTHORITY

**FROM: J. M. EDMONDSON, JR.
EXECUTIVE DIRECTOR**

SUBJECT: ATTACHMENT "A" TENANT EMERGENCY MANUAL

Dear tenants;

Hurricane season is from June 1st through November 30th of each year, even though hurricanes have happened as early as April and as late as December. During these months, coastal residents should stay alert for information regarding possible hurricane activity in our area. If a hurricane is forecast, each resident should take special precautions to protect their families, property and pets. This Tenant Emergency Manual is intended to help you understand what to expect during a hurricane emergency in our community and assist you to plan for such emergency.

NOTICE THAT A HURRICANE IS HEADED OUR WAY

The radio, television, newspapers of our coastal area, and internet services such as Facebook, Twitter, and Instagram will announce any threat to our area of an impending hurricane. Generally, there will be time to make necessary decisions, but hurricanes can develop and strike quickly, so, pre-planning is always good! Such advance decisions will allow you and your family to face any impending crisis with calmness, knowing that you **KNOW WHAT YOU ARE GOING TO DO**. Keep this manual in a safe place so that you can use it in case it is needed.

FAMILY DISASTER PLAN

A family Disaster Plan is a personalized action plan that lets each member of the household know what to do in particular disaster situations and to be prepared in advance. A functional Family Disaster plan helps alleviate fears about potential disasters, makes actual disasters less stressful, and saves precious time during disasters. Family Disaster Plans can be made by all types of households—couples, related or unrelated individuals, adults without children, adult with children—even people who live alone should create a Family (Household) Disaster Plan.

- **Follow the evacuation checklist and accumulate the items in the Disaster Supply Kit (included herein) when you plan to leave your home. Check your evacuation vehicle for basic vehicle safety items—properly inflated tires, including the spare tire, jack and wheel lug key and wrench, flashlight and fresh batteries, first aid kit.**

- **If you decide to shelter-in-place (Texans call it “hunkering down-to ride out the storm!”) follow the instructions and accumulate the items in the Disaster Supply Kit (included herein). Select one room in the center of the house to be your safe room. Cut off gas and water supply only if directed to do so by emergency officials. Utilities which are cut off will require trained and authorized staff, to reconnect--which may be delayed for some time. Remember to check your refrigerator and freezer to see what items need to be removed if the electric power is shut off. It may have to be thrown out due to spoilage. Don't open the refrigerator door frequently, as it will reduce the temperature. Ice is going to be in short supply during an emergency. You can make extra by filling plastic jugs with water and putting them in the freezer prior to loosing electrical power. You can store water in your bathtub for use in flushing the toilet but do not use this water for drinking.**

AND REMEMBER THAT EVACUATION IS THE BEST OPTION! ALSO REMEMBER, THE AUTHORITY'S OFFICE WILL PROBABLY BE CLOSED AND THE STAFF EVACUATED---IF SO, THERE WON'T BE ANY ANSWERS TO PHONE CALLS TO THE OFFICE AND NO MAINTENANCE SERVICE CALLS MADE UNTIL THE DISASTER IS OVER.

DISASTER SUPPLY CHECKLIST FOR PETS

- **Sturdy leashes, harnesses, muzzle, and carriers to transport pets safely and comfortably and which will ensure that your pets cannot escape, warming blankets, towels.**
- **Food (and manual can opener) and water for at least three days, pet food/water bowls.**
- **Litter box, newspaper, paper towels, plastic trash bags, grooming supplies and household bleach, plastic/rubber gloves, adhesive tape, scissors.**
- **A photo of your pet for any necessary identification purposes, vaccination records, special or unique information regarding your pet, and the phone number and address of your veterinarian.**

FIRST AID KIT

- **First aid manual.**
- **Sterile adhesive bandages in assorted sizes.**
- **Safety pins in assorted sizes.**
- **Cleansing agent/soap.**
- **Antiseptic.**
- **Sterile gauze pads and sterile roll bandages, scissors, tweezers, needle.**
- **Moistened towelettes.**
- **Thermometer.**
- **Petroleum jelly.**
- **Non-prescription drugs, aspirin, pain reliever, anti-diarrhea medication, anti-acid, laxative.**
- **Remember to include prescription drugs (add them at the last minute—you may want to tape a note to the outside of your kit reminding you to do this).**

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**REGULAR MEETING
TUESDAY SEPTEMBER 26, 2017**

RESOLUTION 9-26-17-5A

EMERGENCY MANAGEMENT PLAN

- WHEREAS; THE MATHIS HOUSING AUTHORITY ADMINISTERS ASSISTED HOUSING PROGRAMS UNDER THE AUSPICES OF THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD), AND**
- WHEREAS; SPECIFICALLY, THOSE ASSISTED HOUSING PROGRAMS ARE THE PUBLIC HOUSING PROGRAM (LOW RENT), THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM, AND THE SECTION 8 NEW CONSTRUCTION PROGRAM (TEXAS STREET APARTMENTS), AND**
- WHEREAS; THE MATHIS HOUSING AUTHORITY IS GOVERNED BY A BOARD OF COMMISSIONERS, APPOINTED BY THE MAYOR OF THE CITY OF MATHIS, WHO OPERATE UNDER FEDERAL AND STATE STATUTES, HUD REGULATIONS, AND AUTHORITY POLICIES, AND**
- WHEREAS; THE DAY-TO-DAY OPERATIONS ARE ADMINISTERED BY THE EXECUTIVE DIRECTOR, AND HIS STAFF, AND**
- WHEREAS; THE BOARD OF COMMISSIONERS GENERALLY MEET ON A MONTHLY BASIS TO OVERSEE THE OPERATIONS OF THE AUTHORITY AND TO SET POLICY, AND**
- WHEREAS; THE BOARD OF COMMISSIONERS, IN THE LIGHT OF THE LATEST DISASTER TO THE AREA BY HURRICANE HARVEY, HAVE DETERMINED THAT AN EMERGENCY MANAGEMENT PLAN FOR THE AUTHORITY SHOULD BE CREATED AND ADOPTED, AND**
- WHEREAS; THE EXECUTIVE DIRECTOR, HAVING FORSEEN THE NECESSITY OF SUCH A PLAN, HAS RESEARCHED THE AVAILABLE INFORMATION AND HAS DRAFTED A PROPOSED EMERGENCY MANAGEMENT PLAN, AND**

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EMERGENCY MANAGEMENT PLAN

INTRODUCTION

The Mathis Housing Authority realizes that there are numerous and various types of natural and manmade emergencies that could affect the tenants, property, staff and business operations of the Authority including, but not limited to: fires, floods, hurricanes, tornadoes, severe windstorms, winter storms, earthquakes, utility failures, chemical or radiation exposure, gas leaks, transportation accidents, public disturbances and/or demonstrations, bomb threats, violence or criminal behavior, and an individual's psychological crises. Such emergencies could result in both loss of life, property damage, and interruption of business services.

The Authority understands that such emergencies may occur at any time of day or night, weekends or holidays, with little or no warning. The Authority understands that plans to address an enumerated emergency would serve only as a guide to address the peculiar aspects of that specific emergency, even though its general application could be made for other emergencies. The Authority felt that development of plans for the most commonly occurring emergency would be the most appropriate action in adopting an Emergency Management Plan.

The Authority realizes that the most prevalent type of disaster/emergency that could impact the Authority is that of a hurricane. In order to protect it's properties, tenants, and staff, the Authority has prepared this plan encompassing emergency preparedness and responses for a hurricane.

The Authority realizes that since the succession of events in a hurricane emergency is not absolutely predictable, published support and operations plans would only serve as a guide and checklist, and would probably require modification during the event to meet the requirements of the particular hurricane.

The Authority also realizes that any named hurricane will probably impact more than just the Mathis Housing Authority. Therefore, the Authority will rely on city, county, state, and federal authorities for emergency services, even though the Authority understands that such emergency services may be delayed or unavailable, when needed. This is based on the premise that that the Authority's efforts would be most effective when integrated with the larger community as it would be impossible to successfully "go it alone" during a disaster.

Category 5 Storm---winds above 155 miles per hour, storm surge greater than 18 feet above normal. There will be complete roof failure on many residences and industrial buildings with some complete building failures with small utility buildings blown over or blown away. Flooding causes major damage to lower floors of all structures near the shoreline. Massive evacuation of residential areas on low ground within 5-10 miles of the shoreline may be required.

CORE FUNCTIONS OF THE MANAGEMENT PLAN

The Mathis Housing Authority understands that its management plan is created to maintain its core functions:

- **Facilitating the evacuation of residents prior to an emergency, (including any responsibilities for the Authority performing such evacuations);**
- **Temporarily housing displaced households in common areas, if appropriate;**
- **Inspecting units to determine repair need and recording their condition;**
- **Securing, stabilizing and assessing damage to other Authority owned property;**
- **Repairing damage to Authority units and properties;**
- **Conducting Housing Quality Inspections;**
- **Determining the location and status of public housing residents and Housing Choice Voucher (HVC) holders;**
- **Maintaining financial operations such as payroll, rent, housing assistance payments (HAP) and procurement (vendor and consultant payments);**
- **Reestablishing/maintaining communication with all community and business partners (through telephone, internet and email); and**
- **Maintaining critical records.**

PREPARATORY ACTIVITIES

The priorities of the Authority are:

- **To protect the health and safety of the tenants and their families;**
- **To protect the health and safety of the Authority's staff;**
- **To protect the real properties of the Authority;**
- **To protect the records, equipment and inventory of the Authority;**
- **To maintain (or re-establish) the business operations and services of the Authority.**

The purpose of this paragraph of the plan is to provide guidelines for dealing with approaching storms, whether named or unnamed. Experience has shown that every storm is different and even no-name storms can have major consequences.

The timing of preparations will depend on decisions of the Executive Director based on information provided by the National Hurricane Center and local Emergency Management officials of the severity of the expected storm and the proposed strike zone.

The Executive Director recognizes the sense of apprehension of all Authority staff as a major storm approaches the area and the staffs' desire to take care of family/home needs. However, Authority staff has a responsibility to maintain business operations until the Executive Director authorizes closing of the office after storm preparations are completed. The Executive Director is authorized to close the office and excuse the staff in accordance with Section XIII(G) of the Personnel Policy.

All Authority staff is encouraged to have home hurricane supplies on hand and property protection activities performed before a storm approaches, as there may be limited time to obtain such supplies or take protection activities once a watch or warning is issued.

TENANT PROTECTION ACTIVITIES OF THE MANAGEMENT PLAN

When the Executive Director determines that a storm is imminent and issues a directive that the Emergency Management Plan be effectuated, the Leadership team will do the following:

- **Communicate with the tenants regarding their options regarding evacuation or sheltering in place;**
- **Deliver the Tenant Emergency Manual (Attachment A hereto) to each household;**
- **Record the household's current status and decisions regarding evacuating options;**