Chapter 20

EMERGENCY DISASTER PLAN POLICY

The HAKC area, as all areas, is subject to terrorist or natural disasters. The disaster most likely to affect HAKC is a tornado. Because insignificant warning that a disaster of this type will strike can seldom be given, this policy focuses primarily on how the Authority will react to such a disaster. While the preparations we can make for a disaster are limited, the Authority will take all reasonable steps to enable it to act promptly and effectively in an emergency.

A. PREPARATION

The following steps will be taken to prepare for a natural disaster:

1. The Executive Director will serve as the coordinator of the HAKC disaster response efforts. As such, the Executive Director will serve as the liaison to any community-wide disaster planning efforts.

2. A list of potential community shelters will be compiled and retained by the Authority for use in the case of a disaster.

3. By adopting this Policy, the Board of Commissioners hereby temporarily waives the Petty Cash limit and approves a temporary increase to $2,500 for the duration of any emergency caused by a disaster.

4. By adopting this Policy, the Board of Commissioners recognizes that extraordinary efforts will be needed if a disaster strikes the Authority. Therefore, employees will be encouraged to potentially operate outside their job descriptions in any way required to assist in the recovery effort.

5. The site manager in charge of each development will prepare an emergency plan for their site and have it approved by the Executive Director within sixty (60) days of the adoption of this policy. These plans will be reviewed annually by the Executive Director for completeness and timeliness. Each plan will include the following:

   (a) A method of verifying the well-being of the residents after the disaster;

   (b) A method of checking the physical condition of the property for visible damage;

   (c) The designation of a post-disaster assembly area for the residents to go after the disaster;

          • A plan for informing the residents what they should do in the aftermath of the disaster;
Housing Authority of Kansas City

Emergency Disaster Plan

Adopted by Commission:

Effective: February 12, 2018

- A plan to inform the residents of the contents of the site’s emergency plan and practice where appropriate;
- A cyber security protection plan;
- A method of alternative communications in case it is needed; and
- A determination that appropriate and adequate insurance has been obtained.

6. These site plans will be included as part of an overall authority emergency plan which will be developed under the direction of the Executive Director. The agency plan will include coordination with local emergency management agencies as well as local response agencies such as the police and fire departments.

B. REACTION

The following steps will be taken in order to react to a natural disaster:

1. If a disaster occurs during working hours, all employees except those at a damaged site will immediately report to the Housing Authority Central Office for assignment. If the Central Office is damaged beyond usage, they will report to the nearest damaged site to assist in the recovery effort.

2. Outside of normal working hours, employees will immediately report to the Central Office and inspect Authority properties between their home and the Central Office. Employees will perform items E through G prior to reporting to the Central Office. Employees are expected to ensure the safety of their own families prior to reporting to work.

3. If electrical power is lost to the Central Office, a generator will be immediately started to enable usage of the facilities.

4. Individual employees will be directed from Central Office to the developments to assess for habitability with particular attention being paid to structural integrity.

5. Structures will be searched for trapped survivors. Survivors will be freed if possible without endangering the lives of others. Employees will not immediately enter structurally damaged buildings, but will summon local emergency crews to enter and rescue any trapped residents.

6. Gas, electricity and water will be disconnected from any building with severe structural damage.

7. Lists of non-habitable buildings or units and trapped survivors will be delivered to Central Office as soon as practicable.

8. Work assignments will be made based upon reports received regarding damage sustained.

9. The Executive Director will brief the Mayor of Kansas City as soon as practical after
the disaster.

10. As soon as practical, the Executive Director as Secretary of the Board, with the consent of the Chairperson, will call a Special Emergency Board Meeting on the situation and apprise the Board of emergency decisions made arising from the disaster and recovery activities.