Acknowledgments

Enterprise thanks all the affordable housing organizations which were inspired by Superstorm Sandy to improve disaster preparedness. Thank-you too, to these individuals and organizations for helping to develop the Ready to Respond: Disaster Staffing Toolkit.

Sponsors
Enterprise acknowledges the generous funding and support provided by the U.S. Department of Housing and Urban Development.


Collaborators
Learning Collaborative for Multifamily Housing Resilience: Asian Americans for Equality (AAFE), Bailey House, CAMBA Housing Ventures, Carroll Gardens Association, Community Investment Strategies, Fifth Avenue Committee, Jersey City Housing Authority, Jewish Association Serving the Aging (JASA), Lott Community Development Corporation (Lott CDC), Lower East Side People’s Mutual Housing Association (LESPMHA), Services for the UnderServed and Triple C Housing.

Thanks to all the Enterprise staff who provided valuable input to the Toolkit. The Toolkit development was overseen by Laurie Schoeman, Michelle Mulcahy and Teresa Garcia.

Special Thanks to
Peg Graham at QUA, Inc. for her initial concept development and consultation.
Worldstudio, Inc. for their strategy, art direction and design.
Janet Golrick, U.S. Department of Housing and Urban Development
Lindsay Goldman, The New York Academy of Medicine
Keith Getter, NeighborWorks America
Cynthia Barton, New York City Office of Emergency Management
Ernesto Vigoreaux, Asian Americans for Equality
Hsueh Yan, Asian Americans for Equality
Kevin Blank, Bailey House
Jeannette Ruffins, Bailey House
Wayman Young, Bailey House
Paula Greenstein, CAMBA Housing Ventures
William Dailey, Community Investment Strategies
Barbara Schoor, Community Investment Strategies
Sabine Aronowsky, Fifth Avenue Committee
Michelle de la Uz, Fifth Avenue Committee
Neg Lakew, Fifth Avenue Committee
Zully Rolan, Fifth Avenue Committee
Donald Manning, JASA
Patricia Madison, Jersey City Housing Authority
Richard Ramirez, LESPMHA
Chris Cirillo, Lott CDC
Evan Bennett, Services for the UnderServed
Aaron Hoffman, Services for the UnderServed
Michael Whelan, Services for the UnderServed
Cynthia Light, Triple C Housing
Leslie Stivale, Triple C Housing

Photos by Harry Connolly, Lloyd Wolf and FEMA News Photo
Getting Started

The Housing Chief directs the Building Protection Team Leader and Resident Engagement Team Leader to focus their efforts on disaster preparedness and response and recovery at each of the organization’s properties.

When a disaster strikes, the main functions include:

» Advising on the need to evacuate, shutdown and reopen buildings.
» Overseeing damage assessments.
» Holding meetings with the Building Protection and Resident Engagement Team Leaders.
» Reporting to the Incident Commander.

Qualifications may include:

» Experience directing a team.
» Familiarity with the organization’s housing stock and normal operating policies.
» Experience with building systems and engaging residents.

A likely staff member to fill this role may be:

» Chief or Director of Housing, Director of Asset Management or a senior housing official who works closely with staff.

During the planning phase, the Housing Chief should:

» Consider all buildings in the organization’s portfolio, determining which are vulnerable to disaster and which have residents with special needs.
» Determine the best method of tracking information provided by the Building Protection and Resident Engagement Team Leaders, using Excel, a database or another method to best fit the organization’s needs.
Click here to access the Tools and Video for this role:

TO GET READY, WATCH THIS VIDEO NOW!

Housing Section Video

TOOLS

PDF

Housing Chief Job Description

DOC

Housing Chief Job Action Sheet
Job Action Sheet

A Job Action Sheet includes specific tasks to be completed by the Disaster Response Role over eight Operational Periods before, during and after a disaster.

Operational Periods

<table>
<thead>
<tr>
<th>Pre-Event</th>
<th>Event</th>
<th>Post Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>96 hours</td>
<td>72 hours</td>
<td>Immediately after</td>
</tr>
<tr>
<td>72 hours</td>
<td>48 hours</td>
<td>12 hours</td>
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<tr>
<td>48 hours</td>
<td>24 hours</td>
<td></td>
</tr>
<tr>
<td>24 hours</td>
<td>12 hours</td>
<td></td>
</tr>
</tbody>
</table>

Pre-Event Preparedness

In this Toolkit, pre-event preparedness begins 96 hours ahead of an emergency event so an organization can best prepare for emergency response and recovery. The Job Action Sheet specifies tasks that should be completed 96, 72, 48, 24 and 12 hours before a disaster.

Event Response

During the event period, Job Action Sheets instruct all Disaster Response Roles to stay on alert.

Post-Event Response

Activities and tasks to be completed after the disaster is over.
### Disaster Response Role
The **Housing Chief** directs the **Building Protection** and **Resident Engagement Team Leaders** to focus their efforts on disaster preparedness, response and recovery at each of the organization’s buildings.

### Main Functions
**Main functions include:**
- Advising on the need to evacuate, shut down and reopen buildings.
- Overseeing damage assessments.
- Holding meeting with the **Building Protection** and **Resident Engagement Team Leaders**.
- Reporting vital information to the **Incident Commander**.

### Job Description
A general description of the Disaster Response Role.

### Notes
Information needed to help complete tasks or to report during meetings.

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#### 96 Hours Pre-Event

**Operational Period**
Specific time periods before, during, and after a disaster during which meetings are held and tasks are completed.

**Actions**
Important tasks to be completed during each operational period.

**Additional Information**
Space to include contact and updated document information.

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Notes</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive Command Level Meeting announcement from Incident Commander.</td>
<td></td>
<td></td>
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<tr>
<td>Read entire Job Action Packet with tools and fill gaps as needed.</td>
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<td></td>
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</tr>
<tr>
<td>Schedule Section Meetings with Team Leaders before Command Level Meetings over next three operational periods. Invite Logistics Chief to attend.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicate any staffing gaps to Business Continuity Chief.</td>
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<td></td>
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</tr>
<tr>
<td>Communicate with Team Leaders to update all critical checklists and information.</td>
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<td></td>
</tr>
</tbody>
</table>

Enterprise Community Partners, Inc.

Name ____________________ Phone ____________________ Date last revised ____________________