

**CHELSEA HOUSING  
AUTHORITY  
EMERGENCY  
EVACUATION  
AND  
RELOCATION PLAN**

Effective Date: December 1, 2016

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# 1. Introduction

The Chelsea Housing Authority's (CHA) Emergency Management Plan identifies natural and man-made emergencies that may impact a single structure or all of them. It details the response procedures that CHA officials should follow in case of an emergency.

All departments within the agency should become familiar with this plan. As appropriate, each department should formulate their own action plans or emergency operations checklists to complement this plan.

CHA emergency operations will be conducted within the framework of CHA policy guidelines. Any exception to these procedures will be conducted by, or with the approval of, the Executive Director directing and/or coordinating the emergency operations.

An Emergency Management Team will meet on an annual basis at the beginning of each calendar year to review the Emergency Management Plan for necessary updates and revisions. Divisional and departmental emergency plans are to be maintained as supplements to this umbrella plan. Each department should also review their plan at the beginning of the calendar year.

In the event of a complete disaster impacting the entire Authority, employees should contact the City of Chelsea Police Department at (617) 466-4855 for information about reporting to work. The Authority recognizes that each employee may have individual concerns for the safety of their own families, but once these concerns have been addressed, the employee should contact the above phone number for disaster response instructions.

## 2. Purpose:

The basic emergency procedures outlined in this "Emergency Evacuation and Relocation Plan" is a guide intended to protect life and property through effective use of CHA resources and community partnerships. Furthermore, this plan provides for the physical and emotional wellbeing of the residents of our public housing communities during and immediately following an emergency and relocation.

This document describes an integrated plan for responding to a CHA emergency. Whenever an emergency affecting the CHA reaches proportions that cannot be handled by routine measures, the Executive Director or his/her designee may declare an emergency and relocation plan that shall be implemented for the safety and concern of all CHA residents. It is recognized that the specific actions implemented will be depended upon the nature and severity of the situation. Since an emergency may occur suddenly and without warning, these procedures are designed to be flexible in order to accommodate contingencies of varies types of magnitudes.

In general, the first action in any emergency is to call 911. The CHA has an agreement in place in accordance with the "Emergency Evacuation and Relocation Plan" with Chelsea Public Safety officials to contact the CHA Executive Director or his/her designee in any emergency. The CHA has provided a list of all CHA emergency contacts and will update information annually. The second action in any

emergency is for the CHA and their community partners to implement the plan depending upon emergency declared and relocation plan chosen.

### **3. Emergency TEAM**

Emergency Director-Albert R. Ewing Executive Director # 617-905-4643

Asst. Emergency Director-Diane Cohen # 617-905-4641

Emergency Coordinator-Paul Nowicki # 617-438-0615

Asst. Emergency Coordinator-Diane Cohen # 617-905-4641

Emergency Facilities Coordinator-Richard Russell #617-828-3525

Asst. Emergency Facilities Coordinator-Greg Beatrice # 617-799-1838

Resident Coordinator-Property Manager:

**Yadira Rosario # 617-913-4984**

- Buckley, Margolis

**Alexandra Jimenez # 617-905-4749**

- Mace, Scrivano, Union Park

**Jackie Matos # 617-905-4342**

- Prattville, Fitzpatrick, Innes

Training Coordinator-Diane Cohen # 617-905-4641

Communications Coordinator-Arnaldo Velazquez # 617-888-0001

## 4. Responsibilities of EMT

Emergency Director-Contact person for CHA for all emergency situations.

- Responsible for contacting EMT for immediate response to all incidents.
- Responsible for the overall direction of the CHA's emergency operations.
- Responsible for declaring the type of Emergency and Relocation Plan

Emergency Coordinator-Takes direction from the Emergency Director

- Set up Emergency Operations Center.
- Coordinate the evacuation with Fire and Police to the EOC.
- After receiving emergency declaration from

Emergency Director Implement relocation plan.

- Contact partners to begin to implement and carry out the plan declared
- Short-Term relocation/Long-term relocation
- Responsible for coordinating follow-up of all residents with Resident Coordinator and Contracted Partners

Emergency Facilities Coordinator

- Responsible for calling in appropriate Maintenance staff to deal with declared emergency.
- Responsible for working with city officials (Fire officials, Inspectional service) regarding emergency incident
- Responsible for contacting all CHA vendors in regards to addressing the response to emergency situations
- Responsible for coordinating the cleanup of emergency Incident

Resident Coordinator

- Update monthly the Resident Mobility list for plan
- Responsible for having thumb drive for all
- Up dated Resident information (name, unit #, emergency contact, resident phone #, mobility issue, pet)
- Work with Emergency Coordinator setting up the Emergency Operations Center
- Responsible for coordinating alert system (with partners) for all residents (Door to door, calling, intercom announcement)
- Responsible for coordinating with emergency partners to take attendance & having resident fill out resident Relocation intake forms
- Responsible for implementing relocation plan once It is declared (Short-Term/long-Term) Please see # 6 on Table of contents

Emergency Training Coordinator

- Responsible for working with the EMT in
- Coordinating training for emergency evacuation and relocation plan annually

#### Emergency Communication Coordinator

- Responsible for working closely with Emergency Director in assembling the media, crafting a response and dispersing information.
- One voice, one message!

## 5. TYPES OF EMERGENCIES

- Heating Failure
- Electrical/Lighting Failure
- Fire
- Chemical Spill
- Radiation Exposure
- Criminal behavior - Shelter in Place
- Utility Failure
- Elevator Failure
- Plumbing Failure/Flooding
- Serious Gas leak
- Ventilation Failure
- Bomb/Terrorist Threat

## 6. TYPES OF RELOCATION PLANS

1) Short Term Relocation-After Evacuation, The Emergency Director declares that the incident will require less than 24 hours of displacement for the residents from their unit. Short Term relocation will include the following locations but not limited to;

- a) Buckley Community Room-14 Bloomingdale Street
- b) Margolis Community Room-260 Clark Ave.
- c) Chelsea Senior Center-10 Reilly Way
- d) Chelsea Public School gymnasium-multiple locations.

#### Responsibilities of the EMT with Short Term Relocation Plan

- Emergency Director-Receives Emergency call, then calls EMT and declares emergency and relocation plan.
- Declares emergency is “ALL CLEAR”

### Emergency Coordinator

- Responsible for contacting partners (Mystic Valley, Cataldo ambulance, Senior Center, Public Schools) for the implementation of relocation plan.
- Set up Emergency Operations Center (EOC) with Resident Coordinator
- Contact food, beverage partner for delivery to relocation site
- Responsible for working with transportation partners (MBTA and Cataldo) in coordinating the travel of all residents.
- Responsible for the transportation of all residents from relocations site back to their units

### Resident Coordinator

- Responsible for working with Emergency Coordinator to set up EOC.
- Responsible for Thumb drive of updated Emergency Resident information list
- Responsible for Lap-top to display emergency information
- Responsible for working with Mystic Valley Elder Services to check in all residents, fill out relocation intake form, inform all emergency contacts of residents of incident and relocation site address.
- Responsible working with MVES for follow up at relocation site to take attendance, check in on residents for assistance
- Responsible for working with Emergency Coordinator to coordinate the distribution of food and beverage for residents
- Once the “ALL CLEAR” is received is to coordinate with MVES the return of all residents to their units. The taking of attendance at relocation site before transportation, check all residents are back in their units, call all emergency contacts with updated information

### Emergency Facilities Coordinator

- Responsible for calling in maintenance department to deal with emergency issue.
- Responsible for calling in CHA vendors to deal with emergency situation
- Responsible for working with city of Chelsea departments regarding the cleanup of emergency situation

### Communications Coordinator

- Responsible for collecting all information on the emergency situation, relocation plan and clean up and providing it to Emergency Director and coordinating the message
- Responsible for assembling all media (TV and print) for the Emergency Director to provide and update on the emergency situation.

### PARTNERS RESPONSIBILITY

- Chelsea Emergency Management Director/Designee or Chelsea Fire Department contacts MBTA for transportation assistance for all non-compromised health residents.
- Cataldo Ambulance will be responsible for the transport of all compromised health residents to relocation address (CHA community Room, Senior Center, and Public School Gym)

- Mystic Valley Elder Services will be responsible for working with the resident coordinator in checking in all residents, assist with filling out intake form, assist residents with collection of medications/clothing, checking in residents at the relocation site and along with Resident Coordinator follow up with attendance, medications and emergency contact.
- Chelsea Senior Center/Chelsea Public Schools will be called by Emergency Coordinator for the relocation of all non-compromised residents to be relocated at their facilities. The CHA would responsible to coordinate and distribute food and beverage at relocation site

2) Long Term Relocation-After Evacuation, The Emergency Director declares that the incident will require residents to be relocated from their unit for more than 24 hours. All residents would be relocated to the following but not limited to;

- a) Family or friend home
- b) A CHA partner Hotel (Non-compromised resident)
- c) A CHA partner skilled nursing/rehab/assisted living home (compromised residents)
- d) Hospital
- e) Chelsea Senior Center
- f) Chelsea Public School gymnasium

#### **Responsibilities of the EMT with Long Term Relocation Plan.**

Emergency Director

- Receives Emergency call, then calls EMT and declares emergency and relocation plan.
- Declares emergency is “ALL CLEAR”.

Emergency Coordinator

- Responsible for contacting partners (Mystic Valley, Cataldo ambulance, Hotels, skilled nursing/Rehab/assisted living facility) for the implementation of relocation plan.
- Set up Emergency Operations Center (EOC) with Resident Coordinator
- Responsible for setting up groups (after attendance is taken and intake forms filled out) for transportation of residents to relocation addresses of partners
- Responsible for working with transportation partners (MBTA and Cataldo) in coordinating the travel of all residents to relocation sites.
- Assist Resident Coordinator and MVES with the relocation of residents and follow up.
- Assist Resident Coordinator and MVES with the contact of all emergency contacts of residents being relocated
- Responsible for the transportation of all residents from relocation site back to their units.
- Resident Coordinator-Responsible for working with Emergency Coordinator to set up EOC.
- Responsible for Thumb drive of updated Emergency Resident information list
- Responsible for Lap-top to display emergency information
- Responsible for working with Mystic Valley Elder Services to check in all residents, fill out relocation intake form, inform all emergency contacts of residents of incident and relocation site address.



- Responsible for working with MVES for follow up at relocation site to take attendance, check in on residents for assistance and to update them and family/emergency contacts on situation and length of relocation.
- Once the “ALL CLEAR” is received is to coordinate with MVES the return of all residents to their units. The taking of attendance at relocation site before transportation, check all residents are back in their units, call all emergency contacts with updated information.

#### Emergency Facilities Coordinator

- Responsible for calling in maintenance department to deal with emergency issue.
- Responsible for calling in CHA vendors to deal with emergency situation
- Responsible for working with city of Chelsea departments regarding the cleanup of emergency situation

#### Communications Coordinator

- Responsible for collecting all information on the emergency situation, relocation plan and clean up and providing it to Emergency Director and coordinating the message
- Responsible for assembling all media (TV and print) for the Emergency Director to provide and update on the emergency situation.

## 7. CHA EMERGENCY PARTNERS

- Mystic Valley Elder Services-Contact info
- Cataldo ambulance-Contact info
- Hotels-List/contact info
- Marriot hotels
- Wyndham Hotels
- Skilled nursing/Rehab/Assisted living-listing and contact info
- Chelsea Skilled and Nursing Rehab
- Eastpointe Nursing home
- Chelsea Jewish Nursing home
- Chelsea Senior Center-Tracy Nowicki 617-466-4377
- Chelsea Public Schools-Contact info
- Use of multiple school gyms throughout the city

#### PARTNERS RESPONSIBILITY

- Chelsea Emergency Management Director/Designee or Chelsea Fire Department contacts MBTA for transportation assistance for all non-compromised health residents.
- Cataldo Ambulance will be responsible for the transport of all compromised health residents to relocation address (CHA community Room, Senior Center, and Public School Gym, Skilled nursing rehab, hospitals)
- Mystic Valley Elder Services will be responsible for working with the resident coordinator in checking in all residents, assist with filling out intake form, assist residents with collection of

medications/clothing, checking in residents at the relocation site and along with Resident Coordinator follow up with attendance, medications and emergency contact.

- Hotels will be called by Emergency Coordinator for the relocation of all non-compromised residents that do not require medical attention
- Skilled Nursing/Rehab/Assisted living will be contacted by Emergency Coordinator for the relocation of all compromised residents.
- Chelsea Senior Center-would be contacted to utilize their community room for short term relocation for CHA residents.
- Chelsea Public Schools-would be contacted to utilize their gyms and/or cafeterias for CHA residents to shelter for short-Term relocation or waiting for pick up during bad weather situation.

## 8. LIST OF RESIDENTS AND DEVELOPMENT

All resident coordinators will update their list of residents monthly on the “emergency information list” and attach said list to the booklet.

## 9. RESIDENT RELOCATION INTAKE FORM

### RELOCATION AND EVACUATION TENANT INTAKE FORM

Name \_\_\_\_\_ Address \_\_\_\_\_ Apt # \_\_\_\_\_

Telephone \_\_\_\_\_ # of persons in Household \_\_\_\_\_

Medications \_\_\_\_\_ Mobility \_\_\_\_\_

Pets \_\_\_\_\_

Emergency/Contact \_\_\_\_\_

Relocation Location Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Length of Stay \_\_\_\_\_

## **10. EMERGENCY OPERATION CENTER**

Under the CHA's Emergency Evacuation and Relocation Plan, once an evacuation is ordered the Emergency Coordinator is responsible to set up an emergency operations center for the following reasons;

- a) Resident Coordinator to set up lap-top and along with MVES conduct attendance of all residents being evacuated.
- b) Emergency Coordinator, Resident Coordinator and MVES coordinate the relocation plan chosen (short-term/long-term) with partners.
  - 1) Emergency Operation center for 14 Bloomingdale will be the John Ruiz Park on Washington Ave.
  - 2) Emergency Operation center for 260 Clark Ave. will be the parking lot at Beth Israel

## **11. SMART 911 FACILITIES PLAN**

The CHA will be responsible for joining SMART911 facilities plan and submitting all important information regarding the site on an annual basis