## ST. CLAIR COUNTY HOUSING AUTHORITY

## **DISASTER PLAN**

**APRIL**, 2012

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## **SECTION I**

## 1-9. Disaster Plan

## **Disaster Plan**

## 1. Purpose

The purpose of this plan is to identify: (a) likely hazards (natural or man-made) that may affect properties and residents of the St. Clair County Housing Authority (SCCHA), and (b) actions necessary to respond to the impacts of an emergency or major disaster.

## 2. Types of Emergencies

The following are hazards that may impact SCCHA properties:

- a. Winter storms
- b. Tornadoes
- c. Flooding
- d. Thunder storms/high winds
- e. High summer heat
- f. Pandemic health issues
- g. Earthquake
- h. Chemical spills or radiation exposure

## 3. Declaration of an Emergency

The authority to declare a SCCHA state of emergency rests with the Executive Director or his/her designee. Until the Executive Director makes such a declaration, the Authority's Property Manager(s) will take reasonable actions to address the emergency, safeguard persons and property, and secure Authority facilities. In the absence of the Executive Director, the succession of authority for directing an emergency situation is the Deputy Director.

Once an emergency is declared, it may be necessary to declare that only residents listed on a SCCHA lease and SCCHA staff are authorized to be at or enter Authority owned or operated buildings. Those who cannot present proper identification showing their legitimate business at any SCCHA declared disaster site or building with restricted access may be required to leave. Unauthorized persons may be subject to arrest.

In the event of major disasters occurring in or around any SCCHA property, the Senior Property Manager(s) or their designee will be dispatched to the disaster site to determine the extent of any damage.

## 4. **Direction and Coordination**

All emergency operations will be directed by the Executive Director or his/her designee. In their absence, the first responder will assume control of the emergency response until relieved. Direct operational control of any major emergency or disaster response is the responsibility of the Property Manager. The Executive Director and Administrative staff members will meet on a regular basis during an emergency in regard to SCCHA's Disaster Plan and legal concerns in order to determine what actions are required beyond the standard emergency response protocols.

## 5. Emergency Operations Center

In the event of a major disaster or upon orders of the SCCHA's Executive Director, an Emergency Operations Center (EOC) will be established in the SCCHA's Central Office at 1790 South 74th Street, Belleville.

## 6. Response

In the event that one or more of the above hazards occur, the SCCHA will initiate the following actions:

a. Upon notification of an emergency or disaster, the Executive Director, the Deputy Director, Emergency Coordinator, Senior Property Manager [First Responders] will assemble at the SCCHA headquarters, or alternate assembly site (if needed) to assess the situation, gain a preliminary assessment of damage or destruction to the property, number of casualties or number of people dislocated from their residences and determine what forms of communications are available. The First Responders will also coordinate with the police and fire departments, as well as medical services for their assistance.

Based on the results of the preliminary assessment, the Emergency Coordinator will:

- (i) coordinate efforts with fire, medical, and/or law enforcement personnel.
- (ii) identify an evacuation route to an alternate assembly area or emergency shelter (if needed).

## 7. Accounting for Personnel

The Emergency Coordinator/designee will tally the presence of SCCHA employees.

## 8. Outage of Utilities

In the event of a widespread outage of utility service(s), SCCHA staff may coordinate with service providers to secure heating or cooling rooms and/or potable water/ice for affected residents either on-site or off-site.

## 9. Resident Awareness

The Disaster Plan will be offered online. Central Office personnel as well as Property Managers will also have access to the Disaster Plan. A Disaster Plan will also be available at SCCHA Management offices.

## **SECTION II**

- 1. Emergency Telephone Numbers St. Clair County Housing Authority
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## **EMERGENCY TELEPHONE NUMBERS**

St. Clair County Housing Authority 1790 South 74<sup>th</sup> Street Belleville, Illinois 62223

Day time telephone #: 618-277-3290

Night time telephone #: 618-277-7854

TDD telephone #: 1-800-545-1833, ext. 933

## **Contact Information:**

Executive Director:

Deputy Director:

Senior Property Manager:

Property Manager Scattered Sites:

Property Manager Districts 2, 3 and 4:

Property Manager District 1:

618-277-3290, Extension 6980
618-277-3290, Extension 6889
618-277-3290, Extension 6882
618-277-3290, Extension 6882

Location of alternate site in the event that the main office must be evacuated and operations established elsewhere:

Amber Court Community Center 536 North 41<sup>st</sup> Street Belleville, Illinois 62226

Note: The Amber Court Community Center is equipped with an emergency generator that will be automatically activated in the event of an outage. In emergency situations, SCCHA staff or Resident Council representative will be responsible for opening the Community Center building.

## ST. CLAIR COUNTY EMERGENCY **CONTACT INFORMATION**

## St. Clair County Emergency Management:

110 West Washington Belleville, Illinois 62220 618-825-2683

## **EMA Director:**

618-825-2684

## St. Clair County Sheriff's Department:

Emergency: 911

Non-emergency: 700 North 5<sup>th</sup> Street Belleville, Illinois 62220 618-277-3504

## **Red Cross:**

10218 Lincoln Trail Fairview Heights, Illinois 62208 618-397-4600

## **Salvation Army:**

4102 West Main Street Belleville, Illinois 62226 618-236-2167

## **Catholic Urban Programs:**

7 Vieux Carre Drive East St. Louis, Illinois 62203 618-398-5616

# ILLINOIS EMERGENCY CONTACT INFORMATION

Illinois Emergency Management Agency 2200 South Dirksen Parkway Springfield, Illinois 62703 217-782-2700

CITY	COMPANY	UTILITY	PHONE	FAX	CONTACT	ADDRESS
Alorton	American Bottoms	Sewer Treatment	(618)337-1710	(618)337-8919	DP Supervisor	1 American Bottom Road Cahokia, IL 62206
	Illinois American Water	Water	(618)239-2239	(618)236-1186	Financial Analyst	300 N. Water Works Dr. P.O. Box 24040 Belleville, IL 62226
	Commonfields of Cahokia	Sewer	(618)337-3302	(618)332-3144	Office Manager	2525 Mousette Lane Cahokia, IL 62206
	Ameren Illinois	Gas, Electric	1-800-755-5000 or (618)236-6227	(618)234-4922	Regional Manager	P.O. Box 428 Belleville, IL 62222
	City of Alorton	Trash	(618)271-4591	***each person pays for their own service***	Per: Verna @ The Village of Alorton	
Belleville	Illinois American Water	Water	(618) 239-2239	(618) 236-1186	Financial Analyst	300 N. Water Works Dr. P.O. Box 24040 Belleville, IL 62226
	Ameren Illinois	Gas, Electric	1-800-755-5000	(618)234-4922	Regional Manager	P.O. Box 428 Belleville, IL 62222
	City of Belleville	Sewer, Trash	(618)233-6810	(618)233-2241	Sewer Billing	101 South Illinois Street Belleville, IL 62220
Brooklyn	Illinois American Water	Water	(618)239-2239	(618)236-1186	Financial Analyst	300 N. Water Works Dr. P.O. Box 24040 Belleville, IL 62226
	Metro East Sanitary District	Sewer Treatment	(618)876-1806	(618)876-2939	Billing Manager	P.O. Box 1366 1800 Madison Avenue Granite City, IL 62040
	Village of Brooklyn	Sewer, Trash	(618)271-8424	(618)271-7910	Mayor	312 S. 5th Street Brooklyn, IL 62059
	Ameren Illinois	Gas, Electric	1-800-755-5000 or (618)236-6227	(618)234-4922	Regional Manager	P.O. Box 428 Belleville, IL 62222
Cahokia	Illinois American Water	Water	(618)239-2239	(618)236-1186	Financial Analyst	300 N. Water Works Dr. P.O. Box 24040 Belleville, IL 62226
	Ameren Illinois	Gas, Electric	1-800-755-5000 or (618)236-6227	(618)234-4922	Regional Manager	P.O. Box 428 Belleville, IL 62222
	American Bottoms	Sewer Treatment	(618)337-1710	(618)337-8919	DP Supervisor	1 American Bottom Road Cahokia, IL 62206

CITY	COMPANY	UTILITY	PHONE	FAX	CONTACT	ADDRESS
	Commonfields of Cahokia	Sewer	(618)337-3302	(618)332-3144	Office Manager	2525 Mousette Lane Cahokia, IL 62206
	City of Cahokia	Trash	(618)337-3302	(618)332-3144	Office Manager	2525 Mousette Lane Cahokia, IL 62206
;		1	0007 770(070)			909 S. Main Street
Caseyville	City of Caseyville	water, sewer, Irash	(618)344-1233		Office Manager	Caseyville, IL 62232
			1-800-755-5000 or			P.O. Box 428
	Ameren Illinois	Gas, Electric	(618)236-6227	(618)234-4922	Regional Manager	Belleville, IL 62222
			1-800-755-5000 or			P.O. Box 428
Centreville	Ameren Illinois	Gas, Electric	(618)236-6227	(314)206-0485	Regional Manager	Belleville, IL 62222
		**				2525 Mousette Lane
	Commonfields of Cahokia	Sewer	(618)337-3302	(618)332-3144	Office Manager	Cahokia, IL 62206
						300 N. Water Works Dr.
						P.O. Box 24040 Belleville,
	Illinois American Water	Water	(618)239-2239	(618)236-1186	Financial Analyst	IL 62226
						7320 Hall Street
	Waste Management	Trash	1-800-989-2783	1-866-220-1309	Billing Manager	St. Louis, Mo 63147
						300 N. Water Works Dr.
						P.O. Box 24040 Belleville,
Collinsville	Illinois American Water	Water	(618)239-2239	(618)236-1186	Financial Analyst	IL 62226
			1-800-755-5000 or			P.O. Box 428
	Ameren Illinois	Gas, Electric	(618)236-6227	(618)234-4922	Regional Manager	Belleville, IL 62222
						125 S. Center Street
	City of Collinsville	Sewer, Trash	(618)344-5252		City Clerk	Collinsville, IL 62234
	-					100 N 2nd Street
Dupo	Village of Dupo	Gas, Water, Sewer, Trash (618) 286-3280	(618)286-3280	(618)286-5505	Office Manager	Dupo, IL 62239
			1-800-755-5000 or			P. O. Box 428
	Ameren Illinois	Electric	(618)236-6227		Regional Manager	Belleville, IL 62222
			1-800-755-5000 or			P.O. Box 428
East Carondelet	Ameren Illinois	Gas, Electric	(618)236-6227	(618)234-4922	Regional Manager	Belleville, IL 62222
						950 State Street
	Village of East Carondelet	Water, Sewer, Trash	(618)286-4727		Village Clerk	East Carondelet, IL 62239
						1 American Bottom Road
East St. Louis	American Bottoms	Sewer Treatment	(618)337-1710	(618)337-8919	DP Supervisor	Cahokia, IL 62206
	Commonfields of Cahokia		0000			2525 Mousette Lane
	(some of EStL)	Sewer	(618)337-3302	(618)332-3144	Office Manager	Canokia, IL 62206

CITY	COMPANY	OTILITY	PHONE	FAX	CONTACT	ADDRESS
	Illinois American Water	Water	(6181239-2239	(618)236-1186	Financial Analyst	300 N. Water Works Dr. P.O. Box 24040 Belleville,
			1 800 755 5000 or	2011 202 (010)		D D D 2 420
	Ameren Illinois	Gas, Electric	(618)236-6227	(618)234-4922	Regional Manager	Belleville IL 62222
						301 Riverpark Drive
	City of East St Louis	Trash	(618)482-6811		City Clerk	East St. Louis, IL 62207
			h			255 S. Lincoln Avenue
Fairview Heights	O'Fallon Water Department	Water	(618)624-4500	(618)624-4508	Billing Manager	O'Fallon, IL 62269
			h			300 N. Water Works Dr.
	Illinois American Water	Water	(618)239-2239	(618)236-1186	Financial Analyst	P.O. Box 24040 Belleville, IL 62226
	}		- 10 D			909 S. Main Street
	Caseyville Water	Water	(618)344-1233		Billing Manager	Caseyville, IL 62232
	Ameren Illinois	Gas Flectric	1-800-755-5000 or	(618)234-4922	Regional Manager	P.O. Box 428 Relleville II 62222
			120 001(010)			10025 Binkiim Road
	City of Faiview Heights	Trash, Sewer	(618)489-2000		Town Clerk	Fairview Heights, IL 62208
Lebanon	City of Lebanon	Water, Sewer, Trash	(618)537-4976	(618)537-8377	Administrative Assistant	416 Ursula Lebanon, IL 62254
			1-800-755-5000 or			
	Ameren Illinois	Gas, Electric	(618)236-6227	(618)234-4922	Regional Manager	Belleville, IL 62222
			1-800-755-5000 or			P.O. Box 428
Lenzburg	Ameren Illinois	Gas, Electric	(618)236-6227	(618)234-4922	Regional Manager	Belleville, IL 62222
						215 N. Charles Street
	Village of Lenzburg	Water, Sewer	(618)475-3347		Village Clerk	Lenzburg, IL 62255
		Total Table	20000	040,000		212 N. Main Street
Maliood	Wallsoa Watel Wolks	Water, Dewer, Hasir	1 000 755 5000 01	(010)233-3430	Secietaly	Marissa, IL 02237
	Ameren Illinois	Cas Flootric	1-800-755-5000 or	(618)234 A022	Posicional Manager	P.O. Box 428
		Water Sewer Trach	(010)500 0551	770 1070		3 W Main Street
Mascoutah	City of Mascoutah	Electric	(618)566-2964		City Clerk	Mascoutah, IL 62258
			1-800-755-5000 or			P.O. Box 428
	Ameren Illinois	Gas	(618)236-6227	(618)234-4922	Regional Manager	Belleville, IL 62222
Millstadt	Ameren Illinois	Gas, Electric	1-800-755-5000 or (618)236-6227	(618)234-4922	Regional Manager	

CITY	COMPANY	UTILITY	PHONE	FAX	CONTACT	ADDRESS
	Village of Millstadt	Water Sewer Trash	(618)476-1514	(618)476-7091	Office Manager	111 W. Laurel Millstadt II 62260
	VIII AGO OI WIII STAGE	Water, 00000; 11831	4 000 755 5000 55	100101100	Na la go	DO DO DO
New Athens	Ameren Illinois	Gas Flectric	1-800-755-5000 or	(618)234-4922	Regional Manager	P.O. Box 428 Relleville II 62222
					3	OOF Cretering Chart
		(				
	Village of New Athens	Water, Sewer, Irash	(618)475-2144	(618)4/5-9269	Village Clerk	New Athens, IL 62264
			1-800-755-5000 or			P.O. Box 428
New Baden	Ameren Illinois	Gas, Electric	(618)236-6227	(618)234-4922	Regional Manager	Belleville, IL 62222
						1 E Hanover
	City of New Baden	Sewer, Trash, Water	(618)588-3813		Billing Manager	New Baden, IL 62265
						300 N. Water Works Dr.
						P.O. Box 24040 Belleville,
O'Fallon	Illinois American Water	Water	(618)239-2239	(618)236-1186	Financial Analyst	IL 62226
			1-800-755-5000 or			P.O. Box 428
	Ameren Illinois	Gas, Electric	(618)236-6227	(618)234-4922	Regional Manager	Belleville, IL 62222
						255 S. Lincoln Avenue
	City of O'Fallon	Sewer, Trash	(618)624-4500	(618)624-4508	Billing Manager	O'Fallon, IL 62269
			7.00			300 N. Water Works Dr.
						P.O. Box 24040 Belleville,
Shiloh	Illinois American Water	Water, Sewer	(618)239-2239	(618)236-1186	Financial Analyst	IL 62226
		,				7320 Hall Street
	Waste Management	Trash	1-800-989-2783	1-866-220-1309	Billing Manager	St. Louis, Mo 63147
			1-800-755-5000 or			P.O. Box 428
	Ameren Illinois	Gas, Electric	(618)236-6227	(618)234-4922	Regional Manager	Belleville, IL 62222
			1-800-755-5000 or			P.O. Box 428
Smithton	Ameren Illinois	Gas, Electric	(618)236-6227	(618)234-4922	Regional Manager	Belleville, IL 62222
						101 S. Main Street
	Village of Smithton	Water, Sewer, Trash	(618)233-4180		City Clerk	Smithton, IL 62285
	v Tree					300 N. Water Works Dr.
						P.O. Box 24040 Belleville,
Swansea	Illinois American Water	Water	(618)239-2239	(618)236-1186	Financial Analyst	IL 62226
	Ameren Illinois	Gas, Electric	1-800-755-5000	(618)234-4922		
						201 Service Street
	Village of Swansea	Sewer, Trash	(618)234-3437		Town Clerk	Swansea, IL 62226

CITY	COMPANY	UTILITY	PHONE	FAX	CONTACT	ADDRESS
Washington Park	Illinois American Water	Water	(618)239-2239	(618)236-1186	Financial Analyst	300 N. Water Works Dr. P.O. Box 24040 Belleville, IL 62226
	Ameren Illinois	Gas, Electric	1-800-755-5000 or (618)236-6227	(618)234-4922	Regional Manager	P.O. Box 428 Belleville, IL 62222
		***************************************				P.O. Box 1366 1800 Madison Avenue
	Metro East Sanitary District	Sewer Treatment	(618)876-1806	(618)876-2939	Billing Manager	Granite City, IL 62040
	Washington Park	Trash, Sewer	(618)874-2040		Village Clerk	5218 N. Park Drive Washington Park, IL 62204
	•	Water, Gas, Electric,				100 W. 4th Street
Waterloo	City of Waterloo	Sewer, Trash	(618)939-8600		City Clerk	Waterloo, IL 62298

## DISASTER PLAN LOCAL HOSPITALS

- 1. Memorial Hospital
  4500 Memorial Drive
  Belleville, Illinois 62226
  618-233-7750
- 2. St. Elizabeth's Hospital 211 South 3<sup>rd</sup> Street Belleville, Illinois 62220 618-234-2120
- 3. Touchette Regional Hospital 5900 Bond Avenue Centreville, Illinois 62207 618-332-3060

## EMERGENCY PROCEDURES SUMMARY SCCHA CENTRAL OFFICE

## **Location:**

1790 South 74<sup>th</sup> Street Belleville, Illinois

Executive Director: David Wagner

Phone: 618-277-3290

After Hours Phone: 618-277-7854

## **Property Description:**

The one-story building is 70% brick and 30% wood siding.

The building was constructed in 1994. Forty-five (45) employees work at the facility in a given workday.

Heat and cooling is by individual zones throughout the building. Each zone unit can individually control their desired temperature.

The building has smoke detectors throughout the building to a central fire monitoring panel for Fire Department call out.

There are six (6) fire extinguishers throughout the building. Fire extinguishers are located at the five (5) exits and at the Executive Director's reception area.

# LEGEND EXII TIXE SCCHA CENTRAL OFFICE FLOOR PLAN EXII 1790 South 74th Street, Belleville, IL 62223

# EMERGENCY PROCEDURES SUMMARY THOMAS TERRY APARTMENTS BROOKLYN (30-01)

## **Location:**

Brooklyn

1. Site - Family Units 600 South 6<sup>th</sup> Street, Apartment #'s: 101 to 200

Property Manager: Paula Sain

Phone: 618-277-6881

After Hours Phone: 618-277-7854

## **Property Description:**

The property is comprised of twenty-three (23) two-story row type buildings and two (2) one-story buildings constructed in 1967.

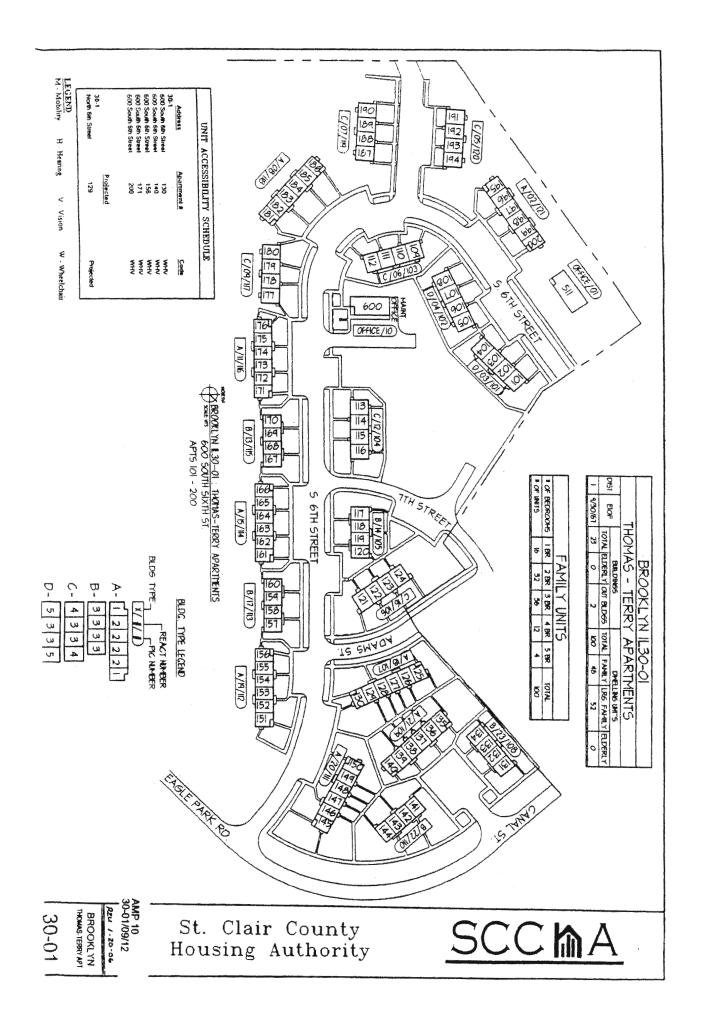
The Thomas Terry Apartments have 100 units.

The buildings are 30% brick and 70% fiber cement siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.

Evacuation Route/Assembly Area: The onsite Maintenance Building has been designated as the assembly area for the Thomas Terry Apartments. The evacuation route will be determined by SCCHA or Emergency personnel.



# EMERGENCY PROCEDURES SUMMARY CLAYTON MANOR APARTMENTS MARISSA (30-02)

## **Location:**

Marissa

1. Site - Family Units

712:	A31 to A32	Bess Avenue
713:	A41 to A42	Leslie Drive
714:	A11 to A12	8 <sup>th</sup> Street
715:	B21 to B22	Leslie Drive
709:	C51 to C52	Leslie Drive
	C51 to C52 D61 to D62	Leslie Drive Leslie Drive
710:		

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

## **Property Description:**

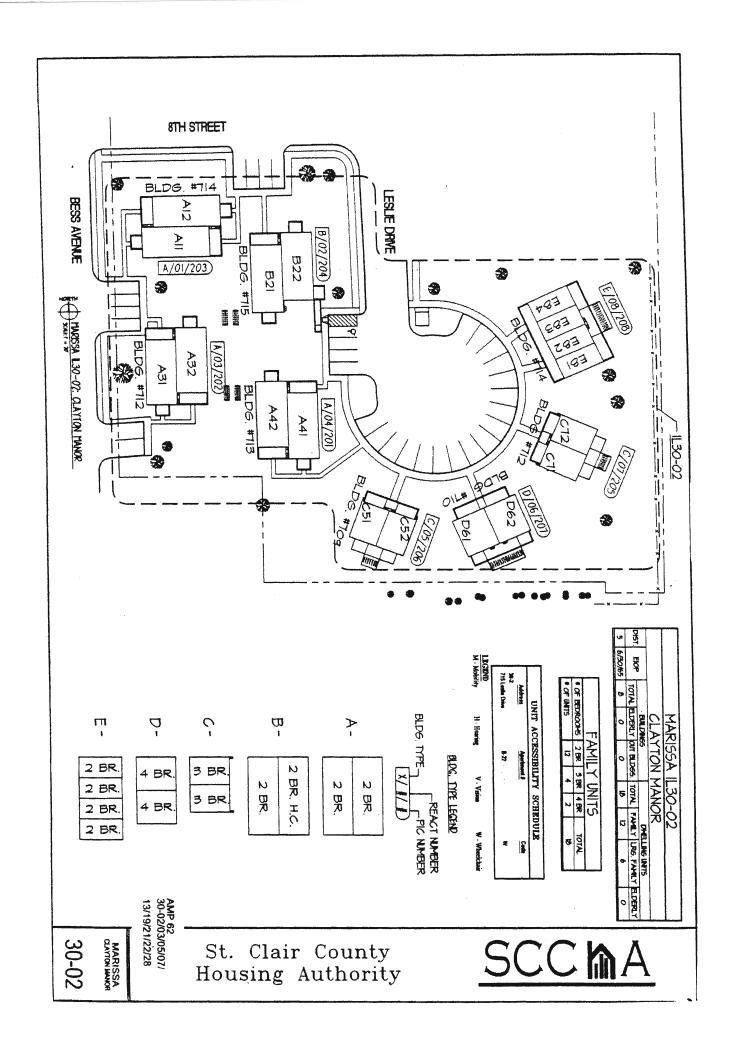
The property is comprised of eight (8) buildings: Four (4) two-story buildings. Three (3) of the two-story are duplexes and one (1) building is a four plex. And four (4) buildings are one-story duplexes built in 1965.

The Clayton Manor Apartments have 18 units.

The buildings are 75% brick and 25% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



# EMERGENCY PROCEDURES SUMMARY BLUFFSIDE APARTMENTS DUPO (30-03)

## Location:

Dupo

Two Sites - Family and Elderly Units

1.	Site:	130: Four (4) Units 1, 2, 3 and 4 134: Four (4) Units 1, 2, 3 and 4	North Second Street North Second Street
2.	Site:	315: Four (4) Units – 1, 2, 3 and 4 335: Four (4) Units – 1, 2, 3 and 4 325: Four (2) Units – 1, 2, 3 and 4	North Second Street North Second Street North Second Street

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

## **Property Description:**

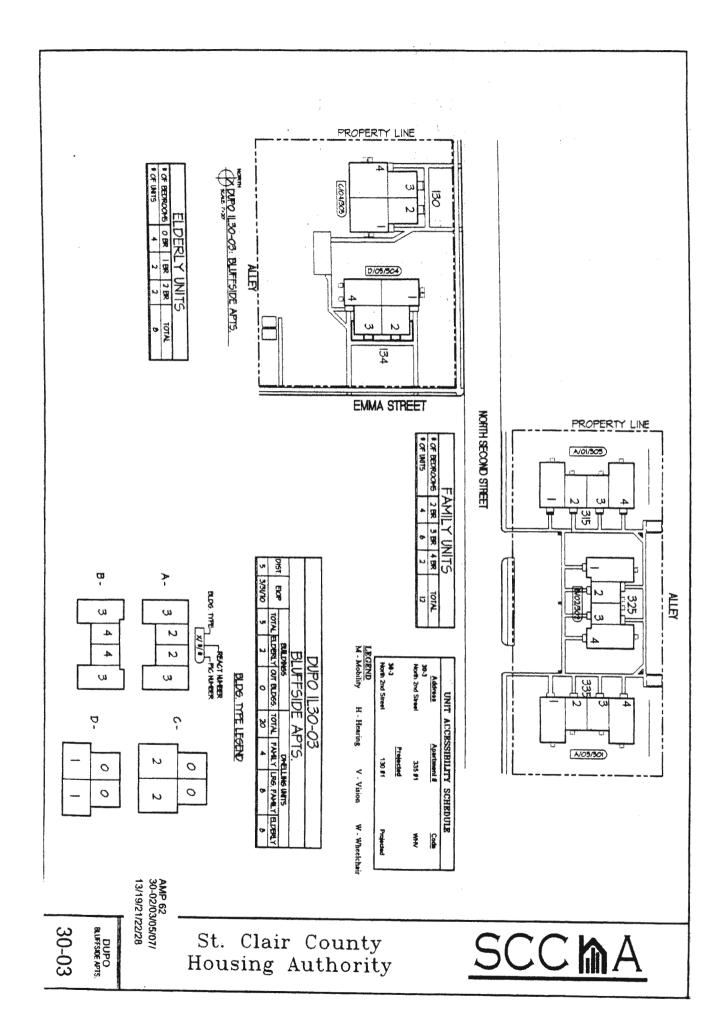
Three (3) four plex buildings (with one building containing two (2) two-story units) totaling twelve family units located at 315-325 South 2<sup>nd</sup> Street and two (2) single story four plex buildings totaling eight (8) elderly units located at 130 and 134 North 2<sup>nd</sup> Street.

The Bluffside Apartments have twenty (20) units.

The buildings are 65% brick and 35% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



# EMERGENCY PROCEDURES SURVEY SMITHTON APARTMENTS SMITHTON (30-05)

## **Location:**

## Smithton

1. Site: Elderly Units

501: 203, 205, 207 South Lincoln 502: 221, 223, 225 South Lincoln 503: 211, 213, 215, 217 South Lincoln

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

## **Property Description:**

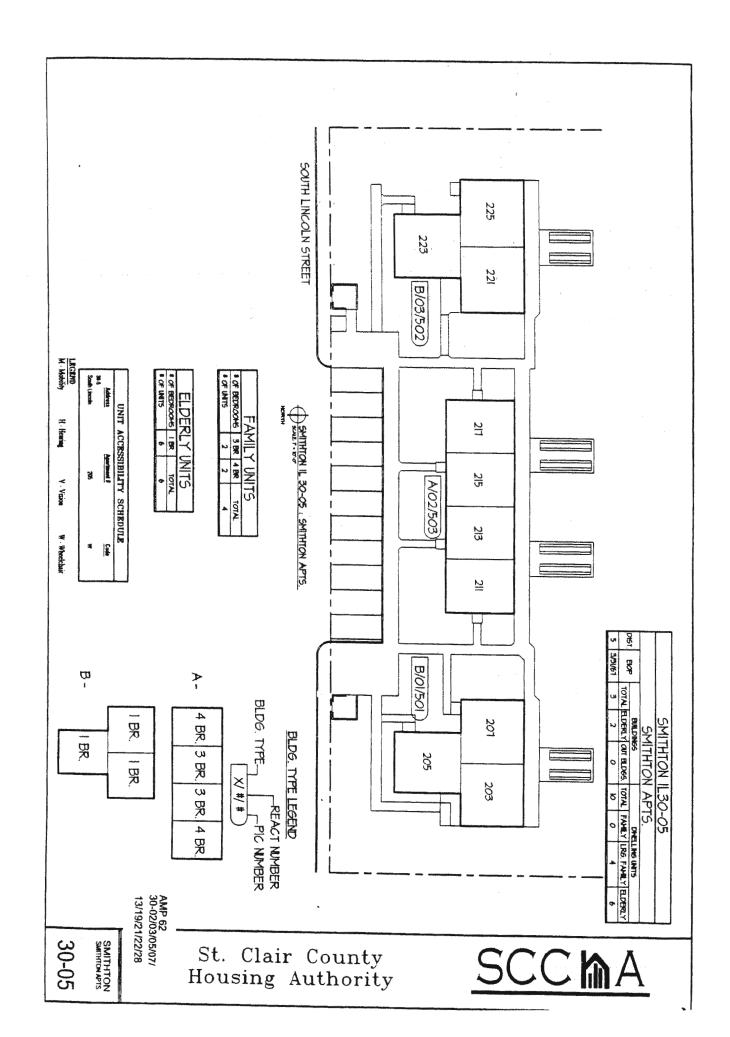
The property is comprised of three (3) buildings: two (2) three plexes and one (1) four plex. The three plexes are a one-story building and the four-plex is a two-story building constructed in 1969.

The Smithton Apartments have ten (10) units.

The buildings are 45% brick and 55% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



# EMERGENCY PROCEDURES SUMMARY ERNEST SMITH, SR. APARTMENTS CENTREVILLE (30-06A)

## **Location:**

Centreville

1. Site: Family and Elderly units

4701 Bates (High Rise) and 608 to 614 South 44<sup>th</sup> Street

4702 to 4738 Bates 4701 to 4739 Pearl

On-site Management Assistant: Meisha Kerby

Phone: 618-277-6883

After Hours Phone: 618-277-7854

## **Property Description:**

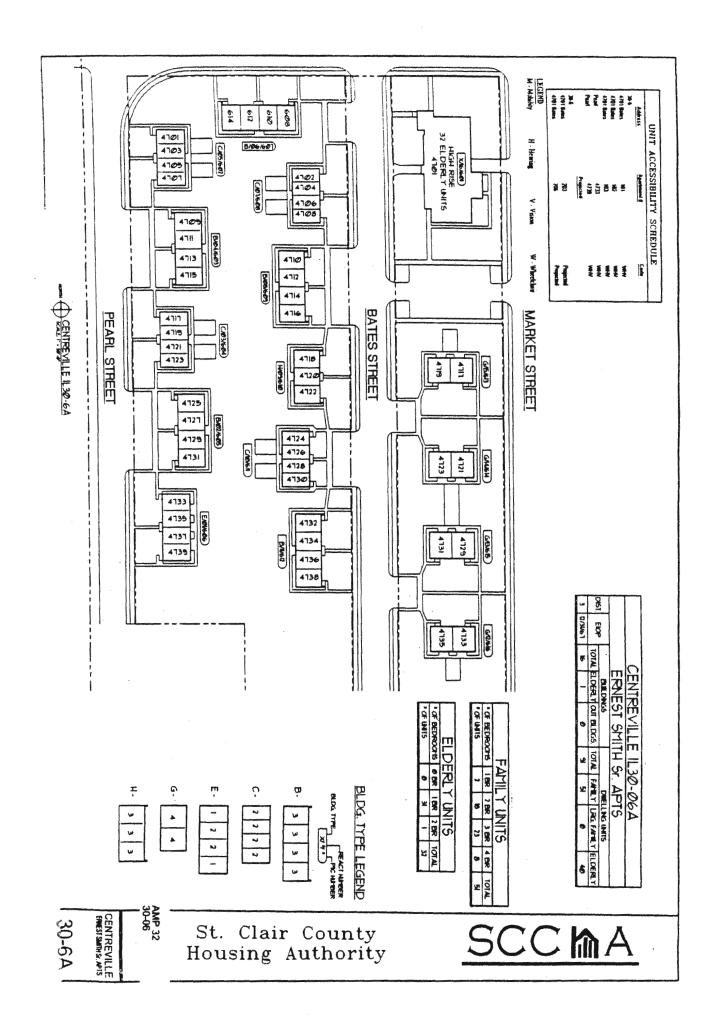
The property is comprised of sixteen (16) two-story row type buildings and one High-Rise constructed in 1967.

The Ernest Smith, Sr. Apartments have a 32-unit senior citizen hi-rise and 51 family units.

The row type buildings are 35% brick and 65% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



# EMERGENCY PROCEDURES SUMMARY ADELINE JAMES HI-RISE CENTREVILLE (30-06A)

## Location:

4701 Bates, Centreville, IL

On-site Management Assistant: Meisha Kerby

Phone: 618-277-6883

After Hours Phone: 618-277-7854

## **Property Description:**

Five-story (5) brick building constructed in 1967. Thirty-two (32) units, thirty-one (31) one-bedroom units, and one (1) two-bedroom unit.

Building has an emergency generator which powers all Common Area lighting, elevator and automatic door locks.

Building has one elevator.

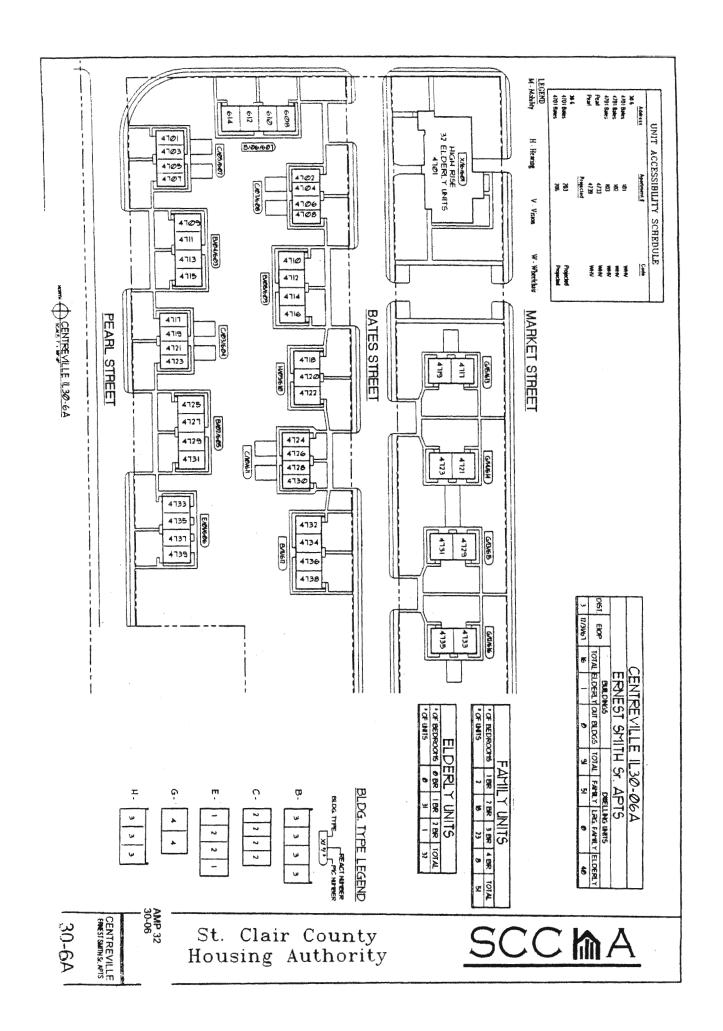
All units have gas stoves.

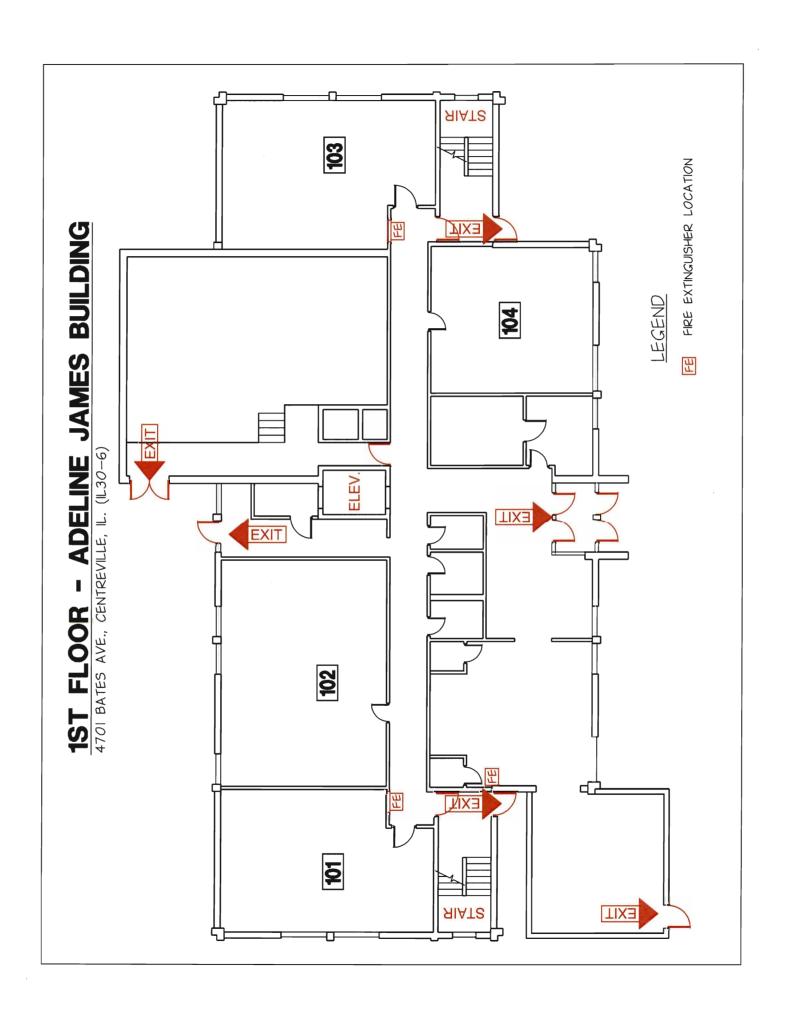
Heating and cooling is by a central gas boiler system that circulates water to each individual unit to a thru-the-wall heat pump.

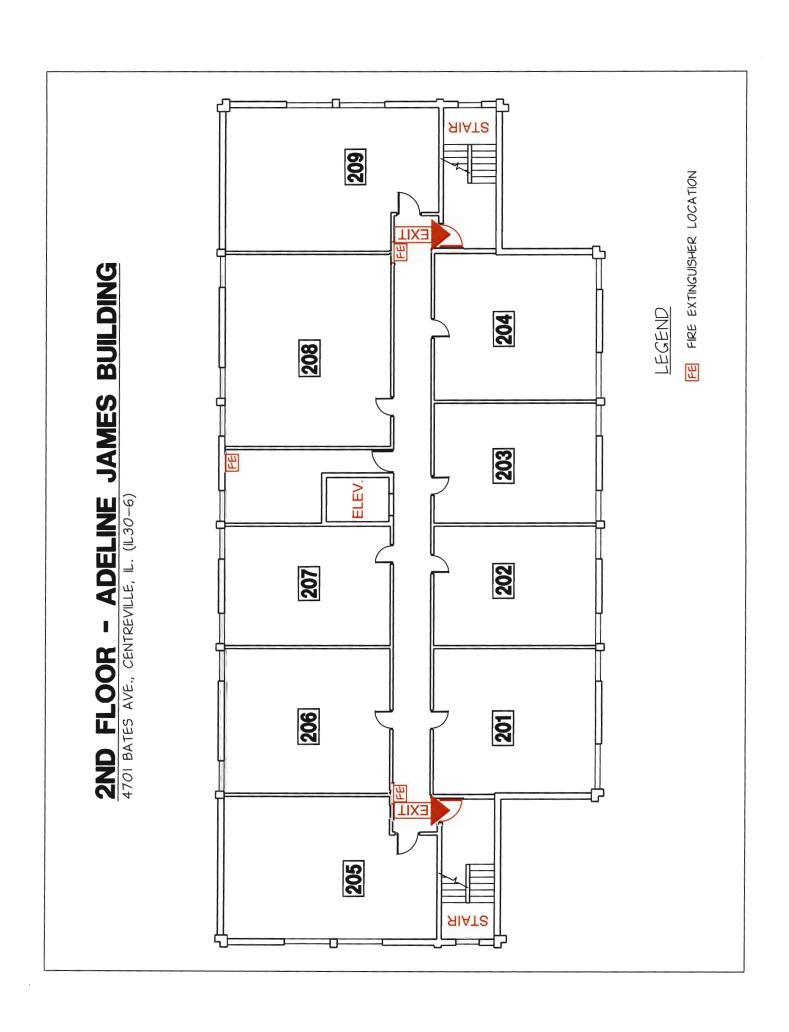
Each floor level hallway and stairwell have wired smoke detectors. Each unit has battery smoke detectors. All wired smoke detectors report to an Emergency Service for Fire Department dispatch. Elevator smoke detectors will stop the elevator from functioning and also open the doors for exit.

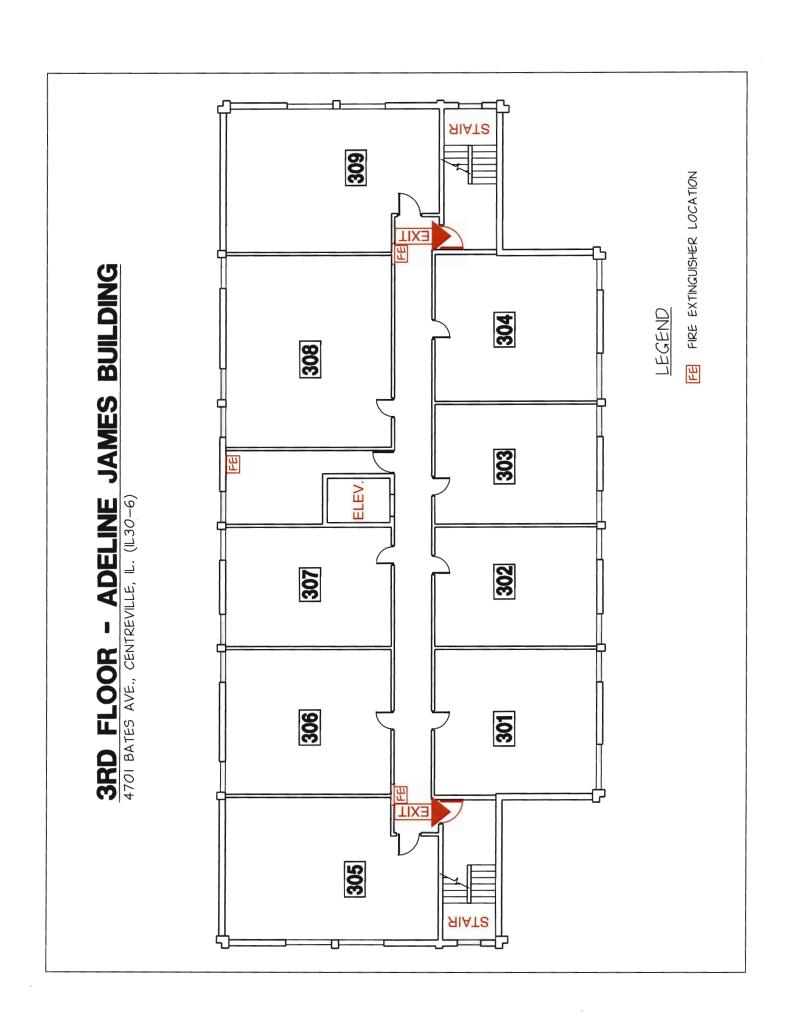
Each floor has emergency lighting by the generator energizing exits, Common Areas, hallways and stairwell lighting on each level.

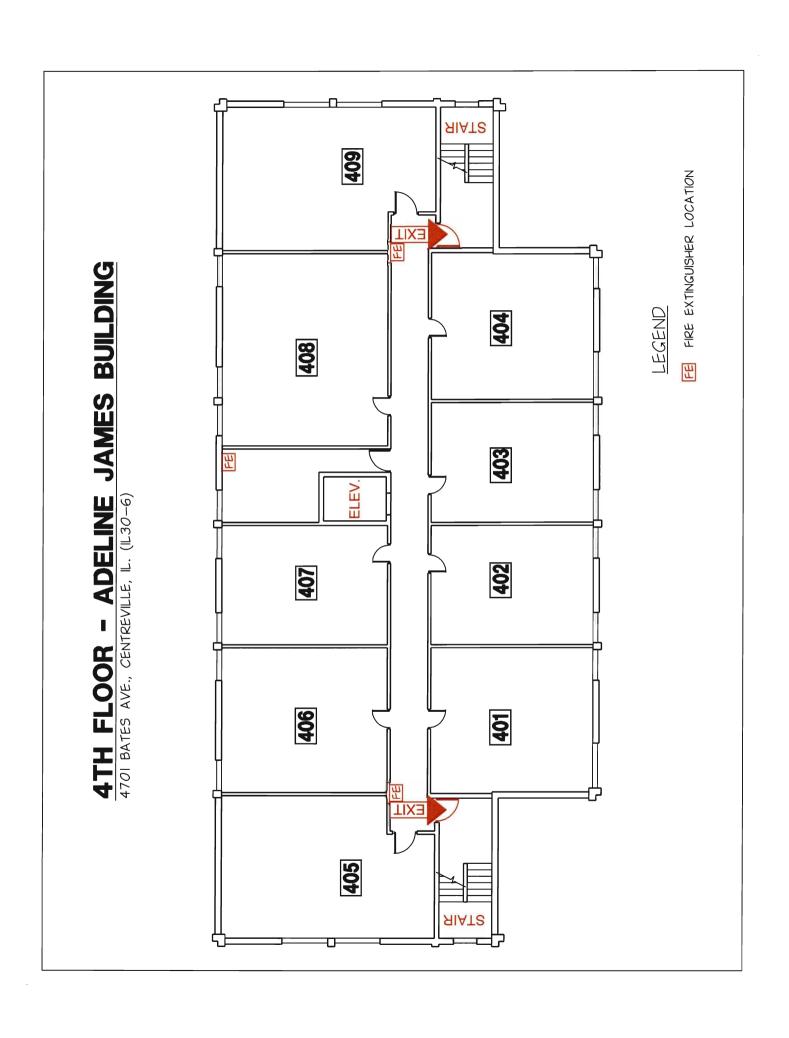
There are two (2) fire extinguishers at each floor level and one (1) at first level Common Area.

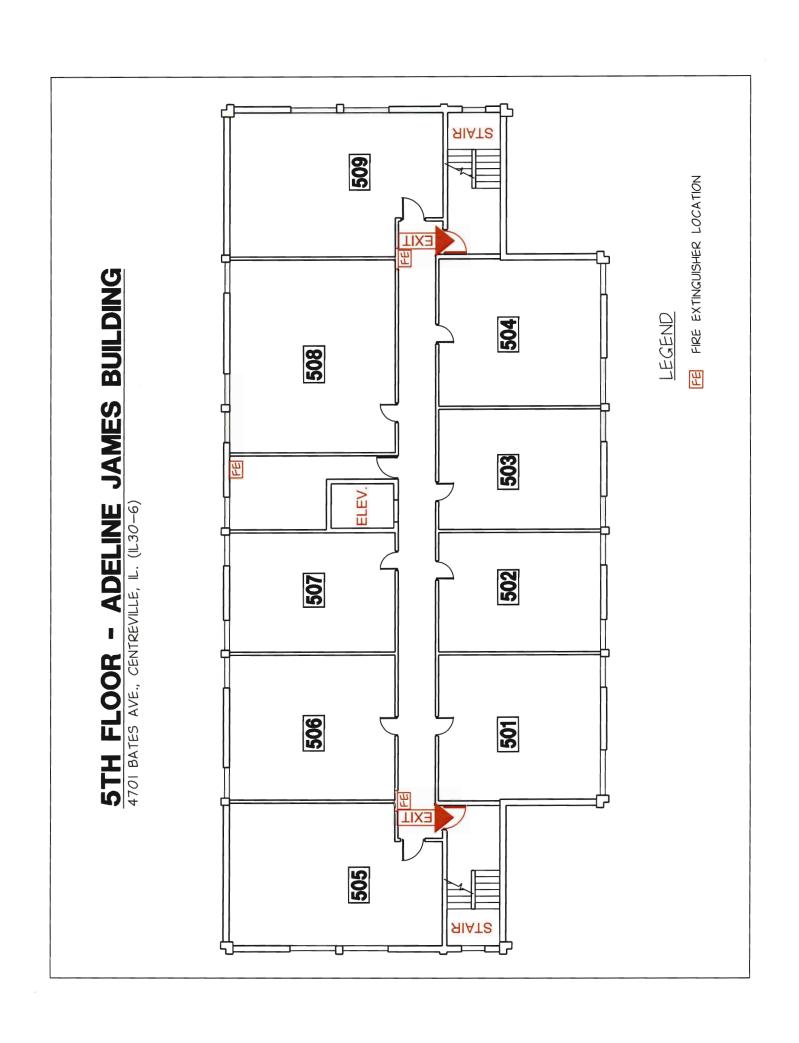












## EMERGENCY PROCEDURES SUMMARY PRIVATE MATHISON MANOR APARTMENTS CENTREVILLE (30-06B)

## Location:

## Centreville

Site - Family Units
 6801 Clarita Avenue – Family Resource Center
 500 Hinckley – Head Start Center
 6700 to 6707 Clarita Avenue
 503 to 615 Hinckley Street
 6601 to 6620 Carver Street
 601 to 629 South 66<sup>th</sup> Street

 6600 to 6644 Future Street

Property Manager: Tracy Jones

Phone: 618-277-6882

After Hours Phone: 618-277-7854

## **Property Description:**

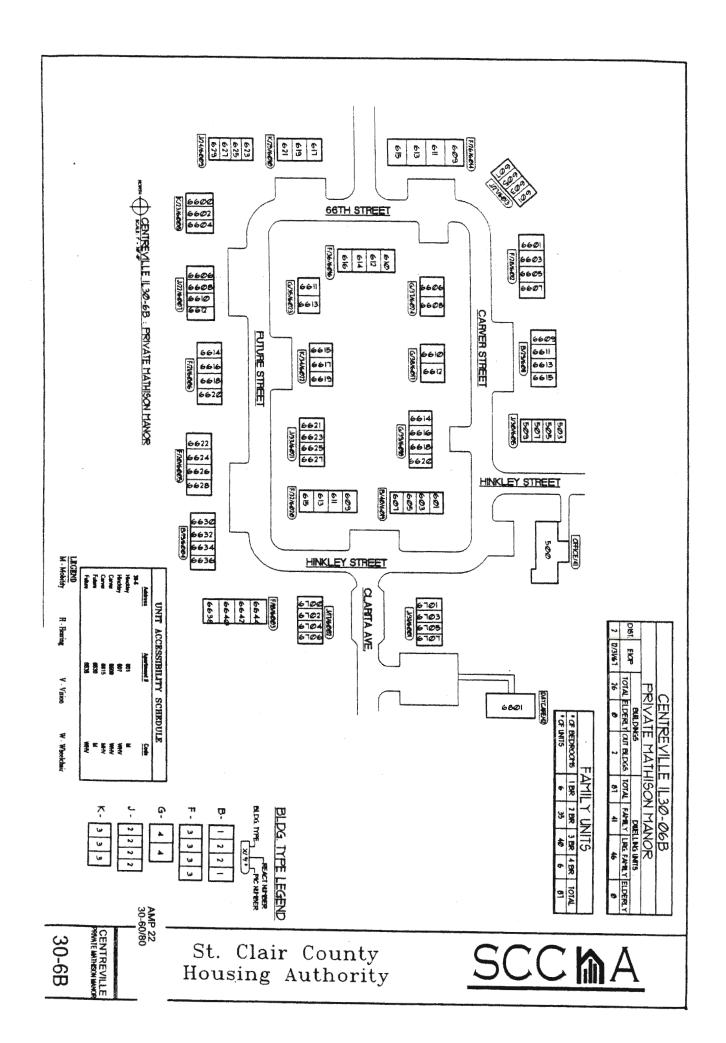
The property is comprised of twenty-four (24) row type buildings and two (2) out buildings constructed in 1967.

The Private Mathison Manor Apartments have 87 units.

The row type buildings are 35% brick and 65% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



# EMERGENCY PROCEDURES SUMMARY CLAYTON MANOR MARISSA (30-07)

# **Location:**

### Marissa

1. Site - Elderly Units

307: 1 to 4	8 <sup>th</sup> Street
315: 1 to 4	8 <sup>th</sup> Street
310: 1 to 6	8 <sup>th</sup> Street
Community Building:	8 <sup>th</sup> Street

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

# **Property Description:**

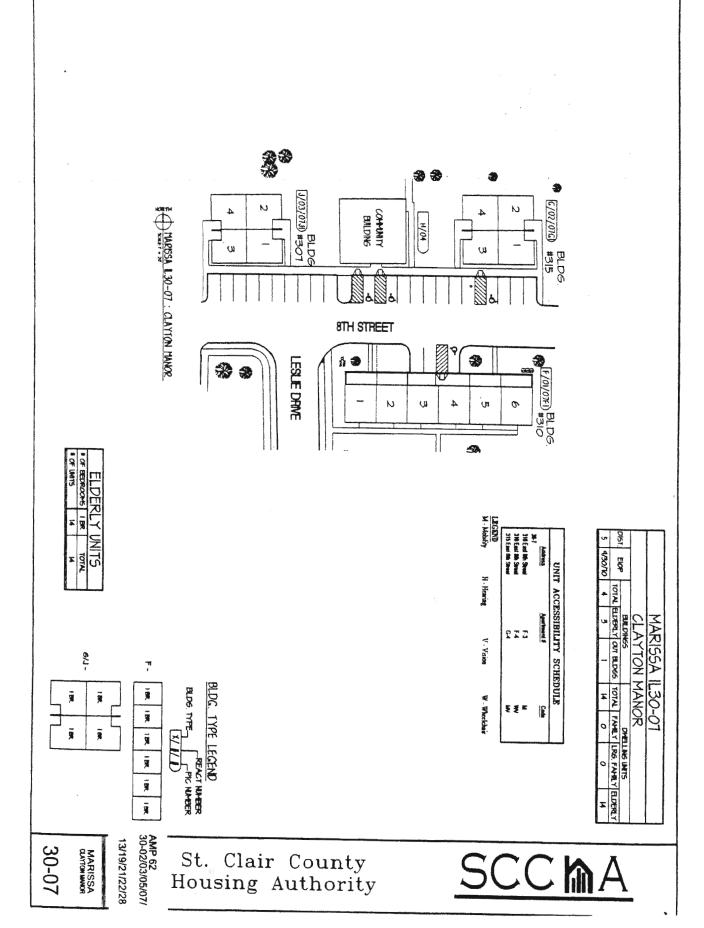
The property is comprised of: four (4) one-story buildings. Two (2) buildings are a four (4) plex, one building is a six (6) plex and one (1) Community Building constructed in 1970.

The Clayton Manor Apartments have fourteen (14) units.

The buildings are 70% brick and 30% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



# EMERGENCY PROCEDURES SUMMARY ERNEST SMITH, SR. APARTMENTS AND PRIVATE MATHISON MANOR APARTMENTS CENTREVILLE (30-08A & B)

## **Location:**

Centreville

2 Sites - Family and Elderly Units:

A. 4648 to 4650 Market Street 511 to 818 South 44<sup>th</sup> Street 4645 to 4651 Trendley 4708 to 4769 Tudor 4709 to 4779 Piggott 601 to 628 South 46<sup>th</sup> Street

On-site Management Assistant: Meisha Kerby

Phone: 618-277-6883

After Hours Phone: 618-277-7854

B. 6020-6035 Clarita

Property Manager: Tracy Jones

Phone: 618-277-6882

After Hours Phone: 618-277-7854

### **Property Description:**

The property is comprised of four (4) one-story buildings and thirty (30) row type two-story buildings and one (1) Community Building constructed in 1975.

The Ernest Smith, Sr., and the Private Mathison Manor Apartments have 142 units.

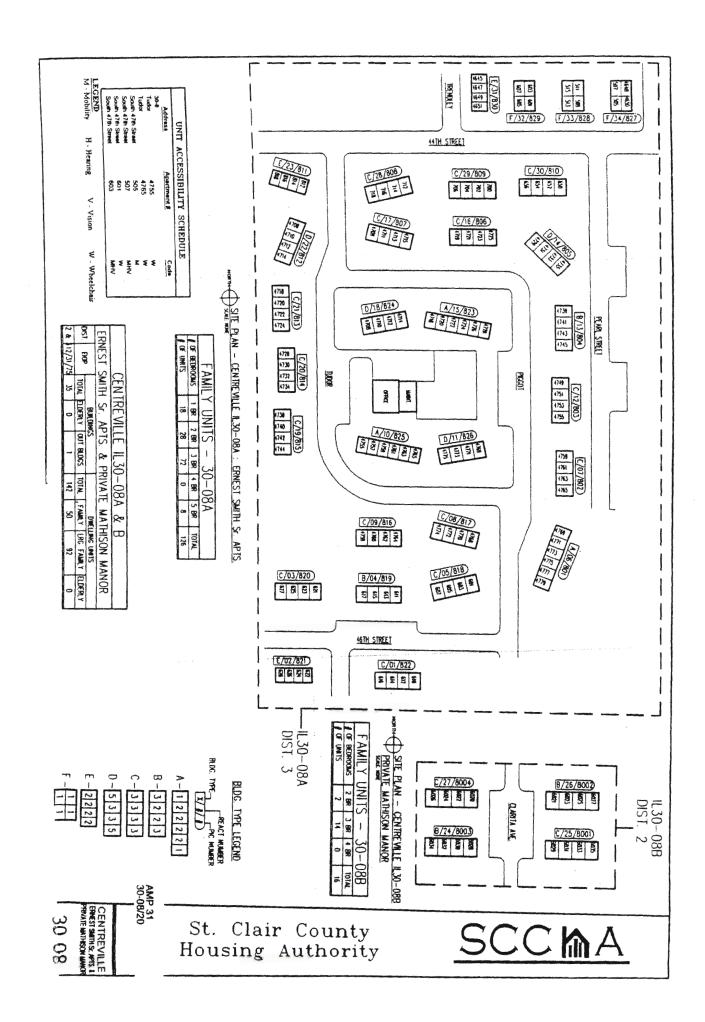
The row type buildings are 35% brick and 65% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.

The assembly area/evacuation route will be coordinated with emergency personnel.

4/10/12



# EMERGENCY PROCEDURES SUMMARY THOMAS TERRY APARTMENTS BROOKLYN (30-09)

# Location:

Brooklyn

1. Site - Family and Elderly Units 601 to 652 5<sup>th</sup> Street

Property Manager: Paula Sain

Phone: 618-277-6881

After Hours Phone: 618-277-7854

## **Property Description:**

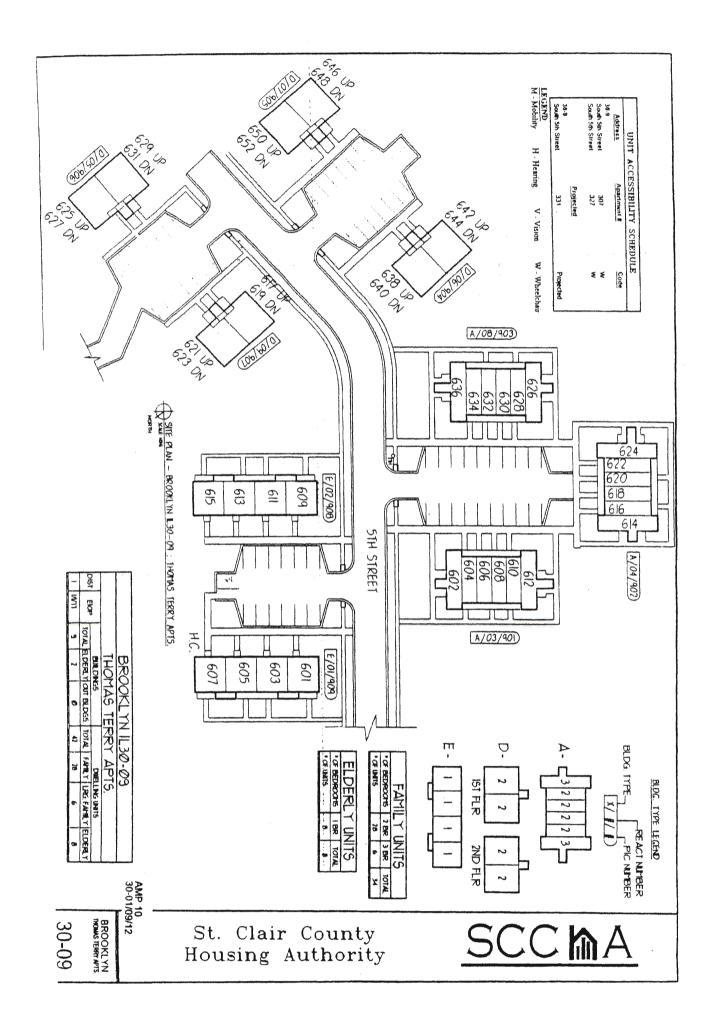
The property is comprised of two (2) one-story units, three (3) two-story townhouse apartments, and four (4) two-story four plex buildings constructed in 1977.

The Thomas Terry Apartments have 42 units.

The buildings are 100% wood siding.

All units have gas furnaces, stoves and hot water heaters except eight (8) units are completely electric.

With the exception of the eight (8) electric units, all units have battery smoke c/o detectors.



# EMERGENCY PROCEDURES SUMMARY PRIVATE MATHISON MANOR APARTMENTS CENTREVILLE (30-10)

# **Location:**

### Centreville

1. Site: Family Units

5880 to 5940 Clarita Avenue 5867 to 5943 Mitchell Lane

Property Manager: Tracy Jones

Phone: 618-277-6882

After Hours Phone: 618-277-7854

## **Property Description:**

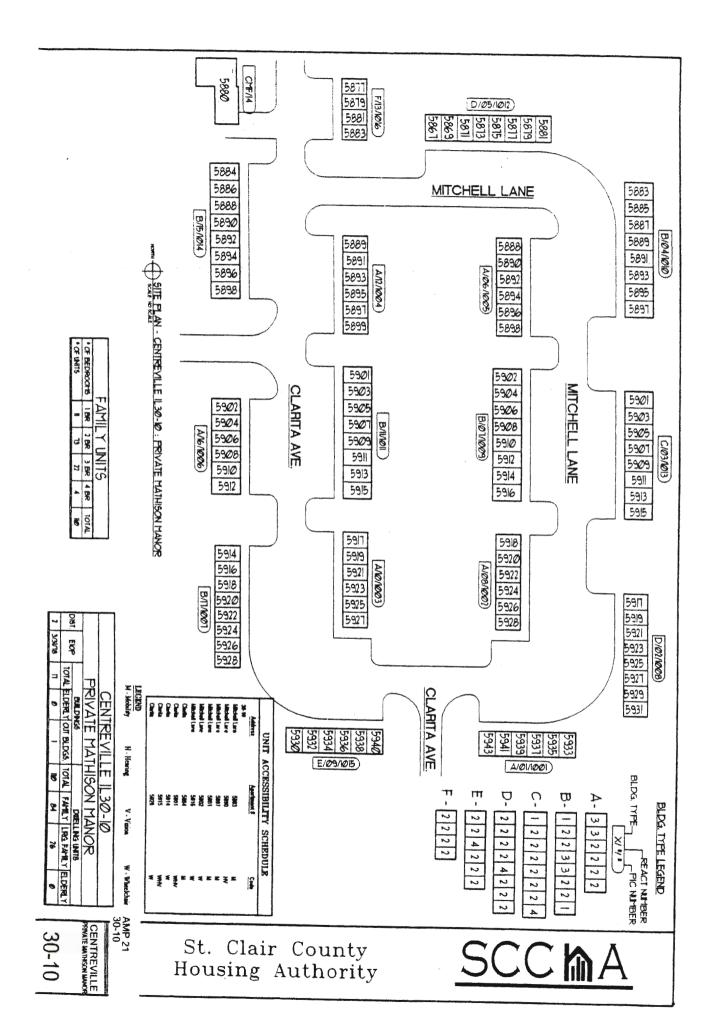
The property is comprised of sixteen (16) row type buildings and one (1) out building constructed in 1978.

The Private Mathison Manor Apartments have 110 units.

The row type buildings are 35% brick and 65% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



# EMERGENCY PROCEDURES SUMMARY HAWTHORNE APARTMENTS ALORTON (30-11)

# **Location:**

Alorton

1. Site: Family and Elderly Units

Elderly: 150-160 Moussette Avenue Family: 101-206 Mobley Drive

Property Manager: Tracy Jones

Phone: 618-277-6882

After Hours Phone: 618-277-7854

# **Property Description:**

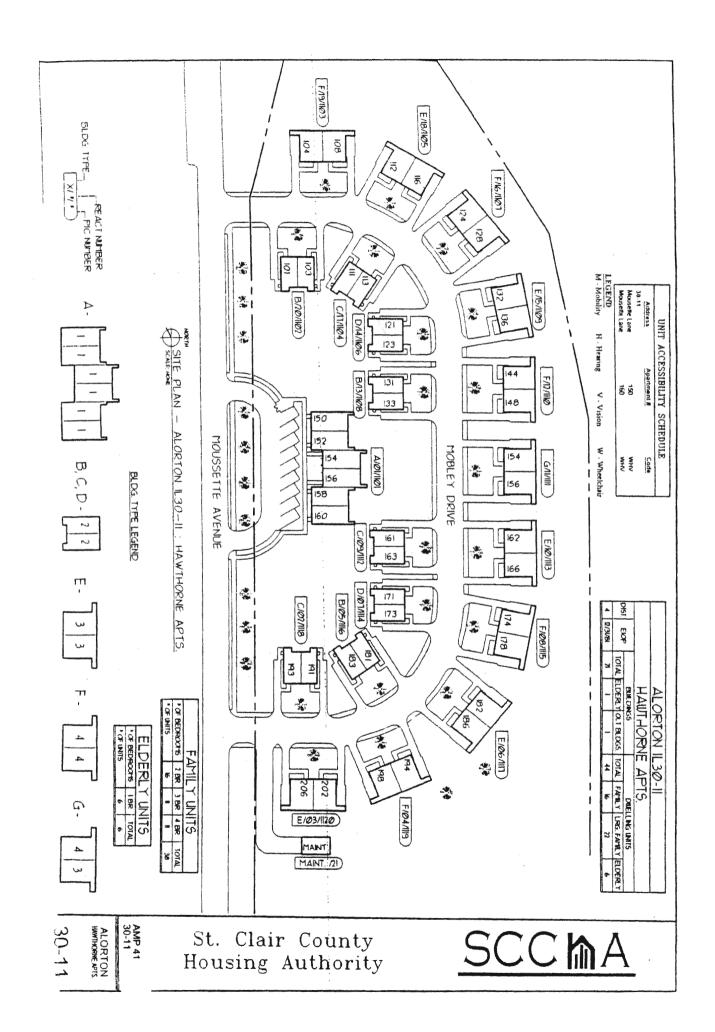
The property is comprised of twenty-two buildings (22). Twenty-one (21) buildings have two (2) units and one (1) building has six (6) units constructed in 1981.

The Hawthorne Apartments have forty-four (44) units.

The buildings are 45% brick and 55% wood siding.

All units have electric furnaces, stoves and hot water heaters.

All units have battery smoke detectors.



# EMERGENCY PROCEDURES SUMMARY THOMAS TERRY APARTMENTS BROOKLYN (30-12)

## Location:

Brooklyn

1. Sites  $-\sin(6)$ :

Family Units 404-408 Canal Street

702-704 Washington Street 218-220 Washington Street

301-303 8<sup>th</sup> Street 200-202 3<sup>rd</sup> Street 502-510 7<sup>th</sup> Street

Property Manager: Paula Sain

Phone: 618-277-6881

After Hours Phone: 618-277-7854

# **Property Description:**

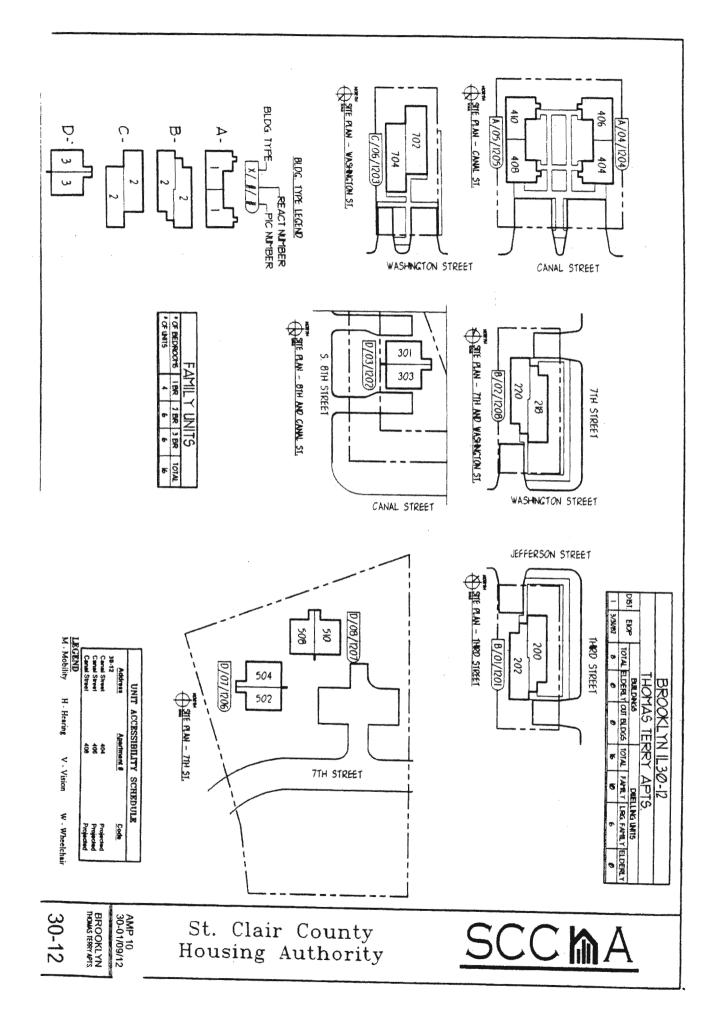
The property is comprised of eight (8) buildings: Each building has two (2) units constructed in 1982.

The Thomas Terry Apartments have sixteen (16) units.

The buildings are 45% brick and 55% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



# EMERGENCY PROCEDURES SUMMARY BECKER PARK APARTMENTS NEW ATHENS (30-13)

## Location:

New Athens

1. Site: Family Units

102-108 Phillips Street 202-208 Phillips Street 212-218 Phillips Street 222-228 Phillips Street

Community Building -- 300 Phillips Street

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

# **Property Description:**

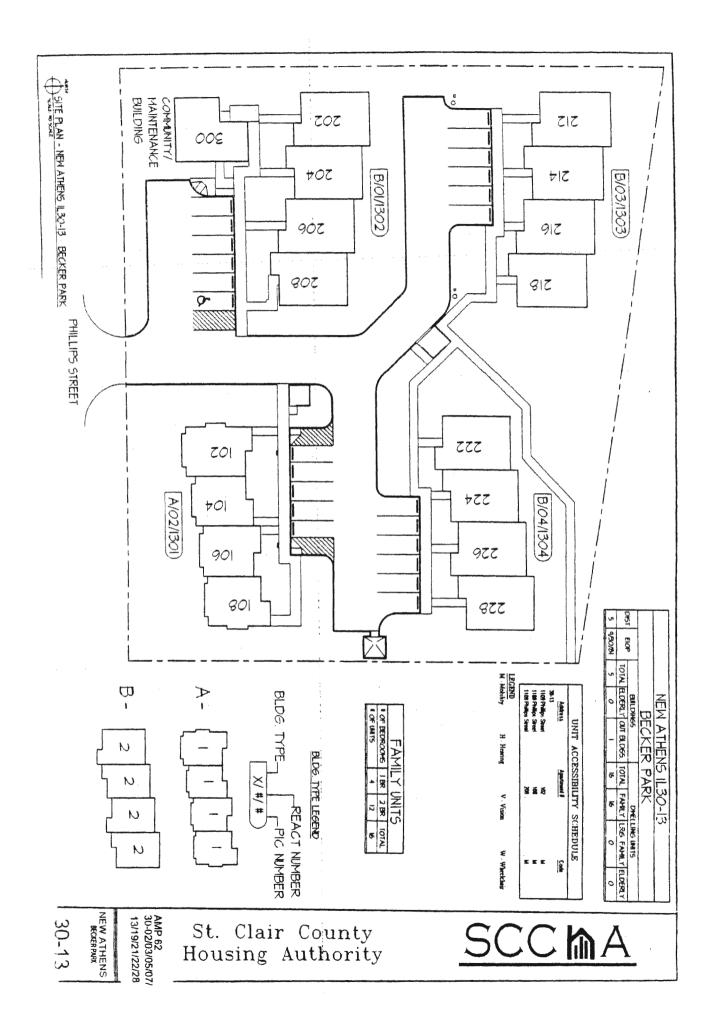
The property is comprised of four (4) buildings: Each building has four (4) units. There is one (1) Community Building. Constructed in 1981.

The Becker Park Apartments have sixteen (16) units.

The buildings are 30% brick and 70% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



# EMERGENCY PROCEDURES SUMMARY GARDENWOOD APARTMENTS LEBANON (30-14)

## **Location:**

Lebanon

1. Sites  $- \sin (6)$ : Family Units

501-505 Plum Street 111-117 Fritz Street 502-506 Dee Street 402-406 St. Louis Street

702 Cherry Street620 Herman Street

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

## **Property Description:**

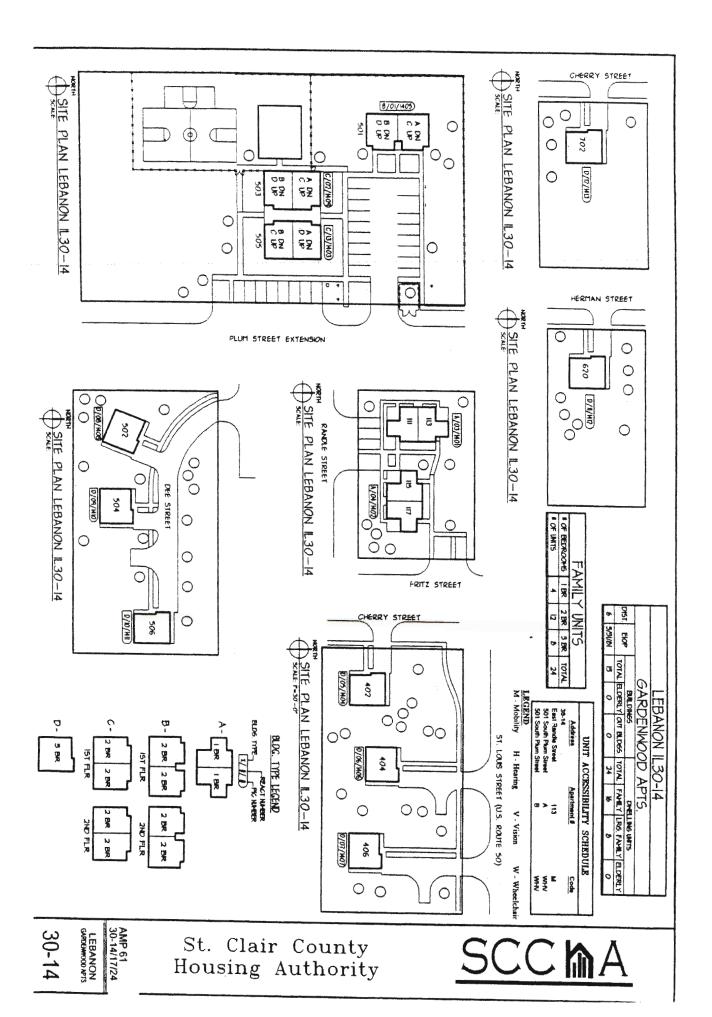
The property is comprised of thirteen buildings: Three (3) buildings have four (4) units. Two (2) buildings have two (2) units and also eight (8) are individual homes constructed in 1981.

The Gardenwood Apartments have twenty-four (24) units.

The buildings are 35% brick and 65% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



# EMERGENCY PROCEDURES SUMMARY BEL-PLAZA #2 HI-RISE BELLEVILLE (30-16)

## Location:

115 North 47<sup>th</sup> Street, Belleville, IL

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

# **Property Description:**

Four-story 40% brick face and 60% Exterior Insulation and Gypsum Finish System (E.I.F.S.). The building was constructed in 1983. Thirty-eight (38) one-bedroom units and Common Area Open Atrium each floor level.

Building has an emergency generator which powers emergency lights on all floors and automatic doors at entrance.

Building has one elevator.

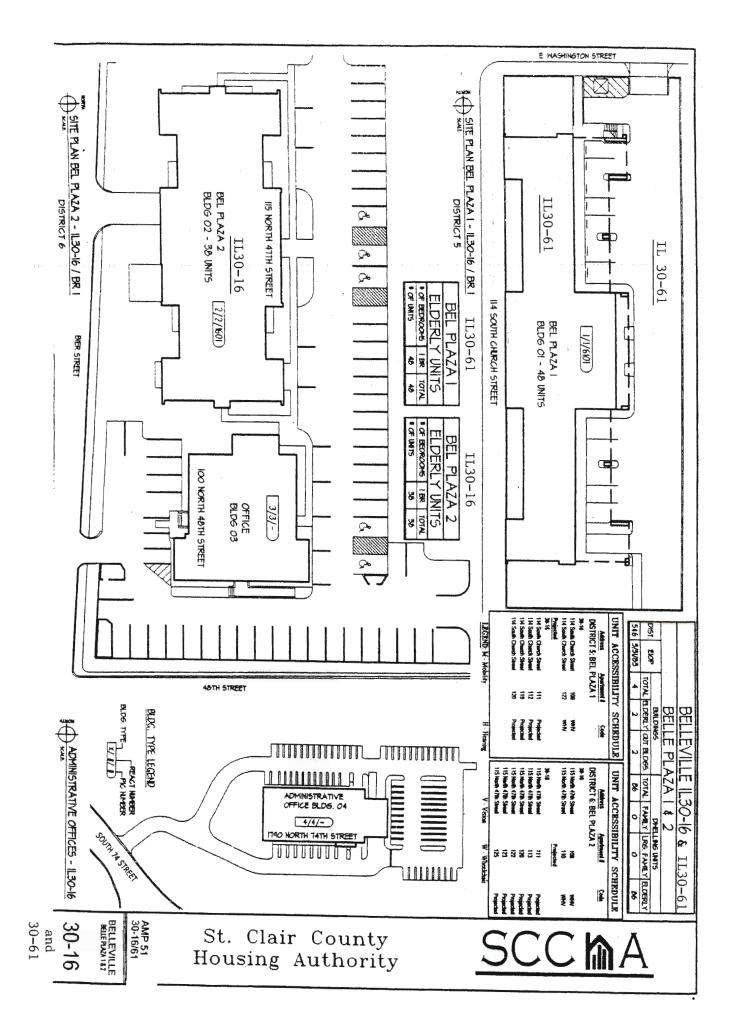
All units have electric stoves including first floor Common Area Kitchen.

Heat and cooling is by central gas boiler/cooling tower that circulates water to a heat pump in each unit. Each unit can individually control their desired temperature.

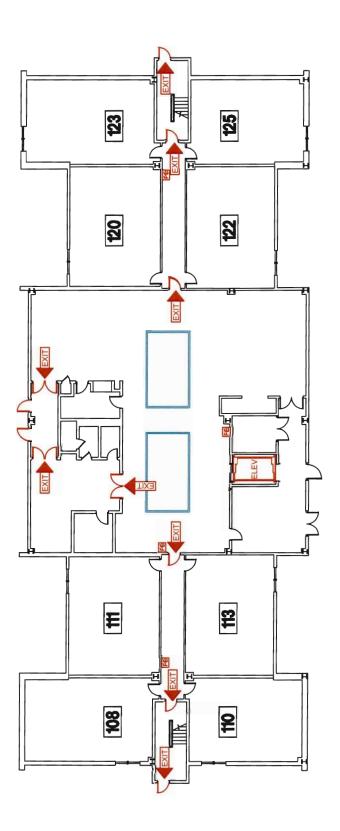
Each floor level has wired smoke detectors in the Common Area and hallways reporting to a central fire panel and Fire Department. Each unit has a smoke c/o detector. Elevator smoke detectors will stop the elevator from functioning and also open the doors for exit.

Each floor and stairwell has emergency lighting.

There are three (3) fire extinguishers at each floor level. Two (2) extinguishers, one (1) at each unit hallway and one (1) in Common Area for each floor level.

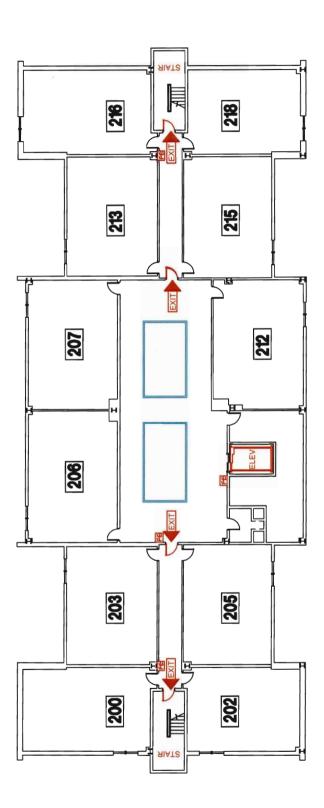


# 1ST FLOOR - BEL PLAZA 2



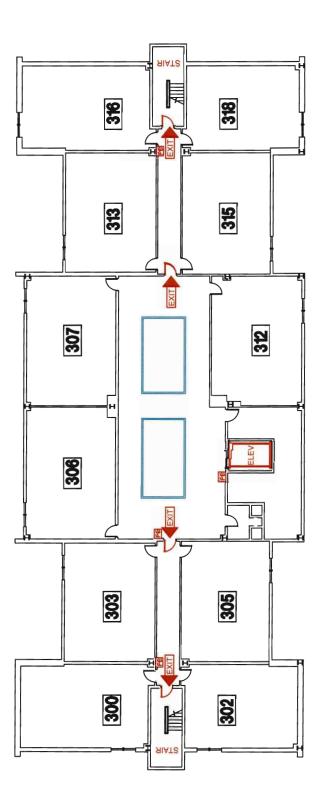
LEGEND

# 2ND FLOOR - BEL PLAZA 2 IIS N. 47TH. ST., BELLEVILLE, IL. (L30-16)



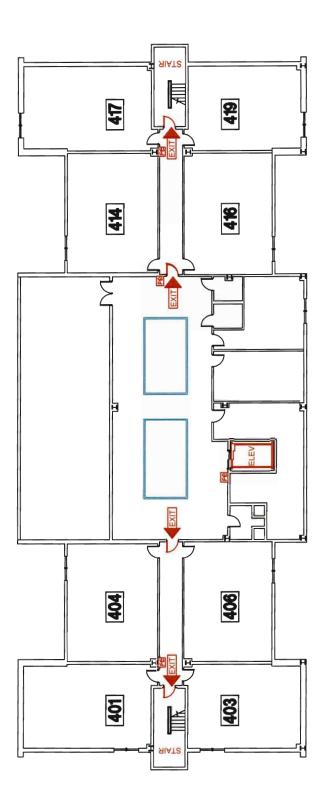
LEGEND

# 3RD FLOOR - BEL PLAZA 2 IIS N. 47TH. ST., BELLEVILLE, IL. (IL30-16)



LEGEND

# 4TH FLOOR - BEL PLAZA 2 IIS N. 47TH. ST., BELLEVILLE, IL. (IL30-16)



LEGEND

# EMERGENCY PROCEDURES SUMMARY WASHINGTON PARK APARTMENTS WASHINGTON PARK (30-17)

## **Location:**

Washington Park

1.	Sites – eight (8):	Family and Elderly Units	
		1267-1269	47 <sup>th</sup> Street
		1521-1525	54 <sup>th</sup> Street
		1520-1526	54 <sup>th</sup> Street
		1923-1927	61 <sup>st</sup> Street
		1923-1927	
		236	61st Street
		240	61st Street
		1800	60 <sup>th</sup> Street
		1826	57 <sup>th</sup> Street

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

# **Property Description:**

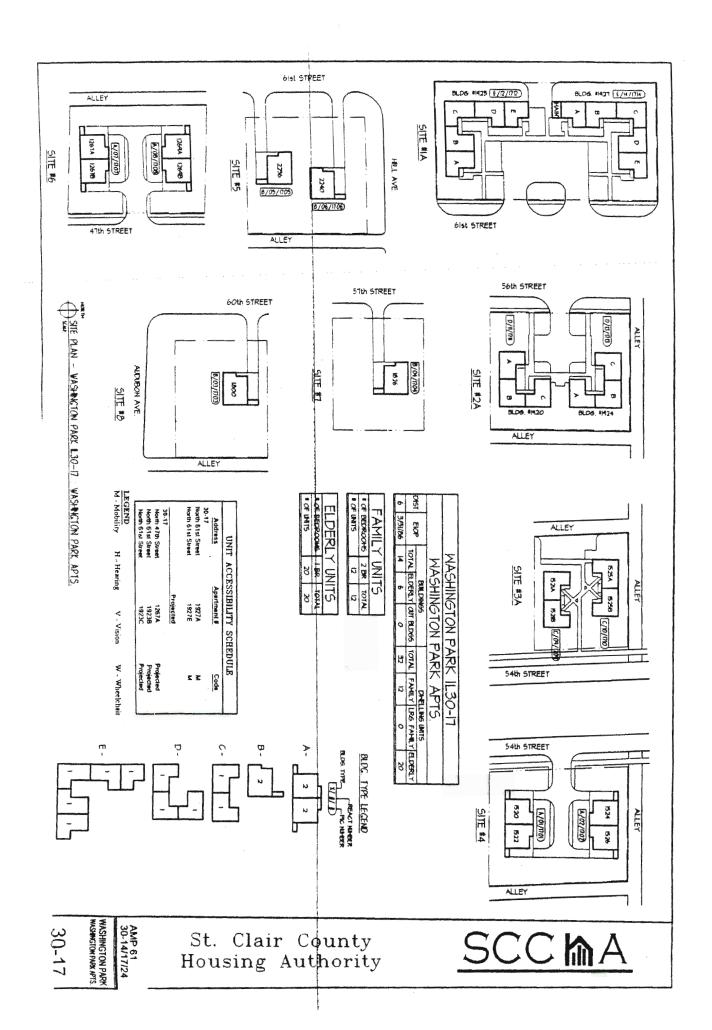
The property is comprised of fourteen (14) buildings: Six (6) buildings have two (2) units. Two (2) buildings have three (3) units. Two (2) buildings have five (5) units and four (4) individual homes constructed in 1986.

The Washington Park Apartments have thirty-two (32) units.

The buildings are 35% brick and 65% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



# EMERGENCY PROCEDURES SUMMARY FULLERTON ROAD APARTMENTS SWANSEA (30-18)

## **Location:**

Swansea

Site: Elderly Units
 412-424 Fullerton Road
 Community Building -- 426 Fullerton Road

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

# **Property Description:**

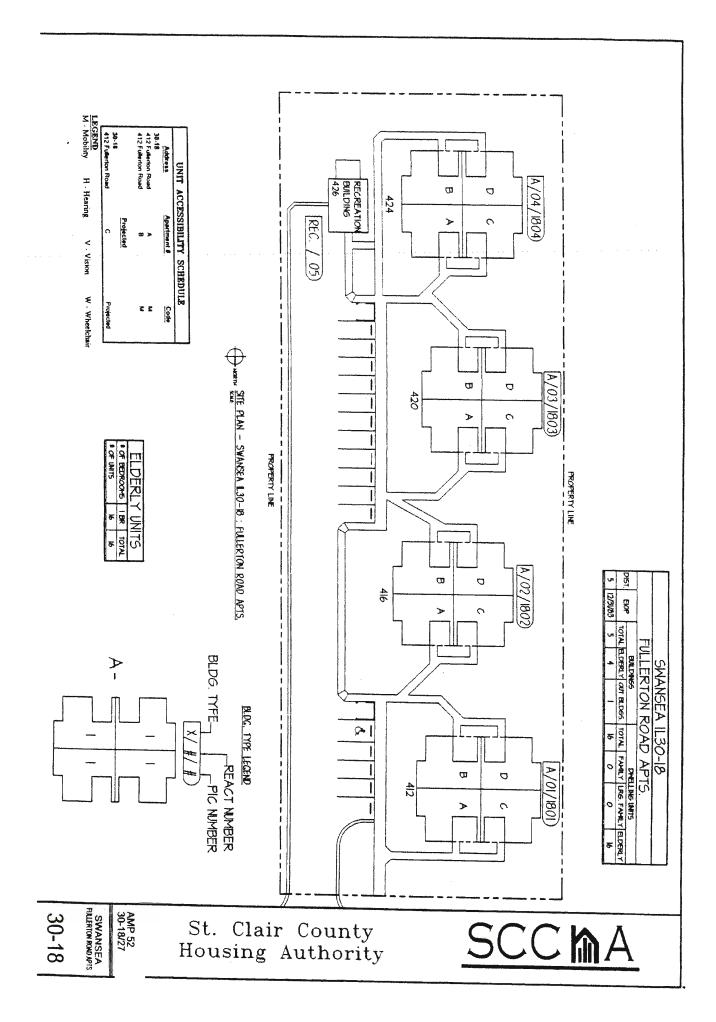
The property is comprised of four (4) buildings: Each building has four (4) units constructed in 1983.

The Fullerton Road Apartments have sixteen (16) units.

The buildings are 30% brick and 70% wood siding.

All units have electric furnaces, stoves and hot water heaters.

All units have battery smoke detectors.



# EMERGENCY PROCEDURES SUMMARY LAKEVIEW APARTMENTS LENZBURG (30-19)

## Location:

Lenzburg

1. Site: Family and Elderly Units

103-117 Lake Drive

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

# **Property Description:**

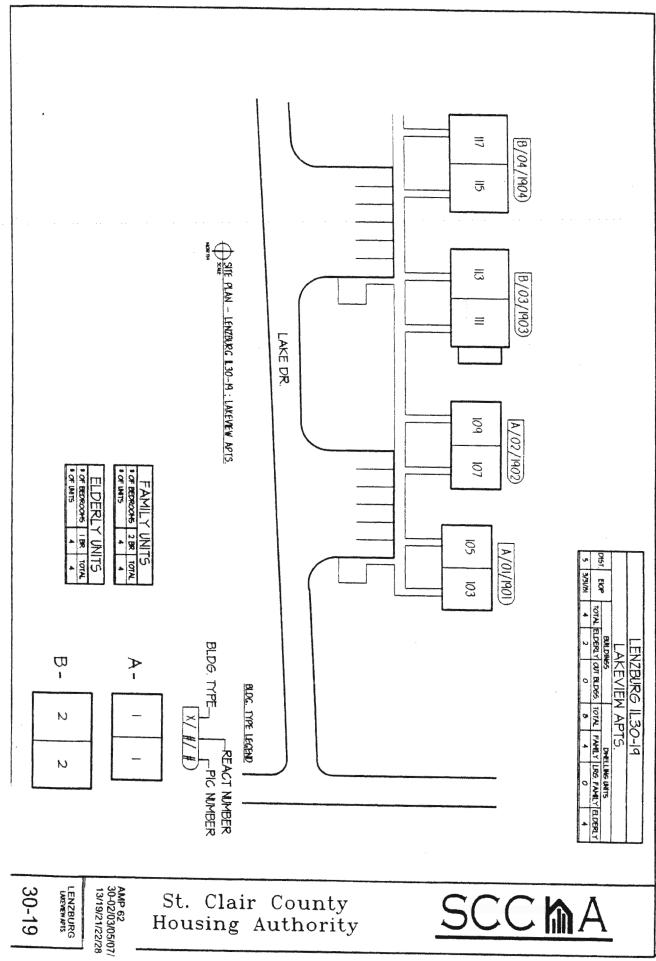
The property is comprised of four (4) buildings: Each building has two (2) units constructed in 1981.

The Lakeview Apartments have eight (8) units.

The buildings are 40% brick and 60% wood siding.

All units have electric furnaces, stoves and hot water heaters.

All units have battery smoke detectors.



# EMERGENCY PROCEDURES SUMMARY ERNEST SMITH SR. APARTMENTS CENTREVILLE (30-20)

## Location:

### Centreville

1. Site: Elderly Units

4632-4646 Market Avenue

Property Manager: Meisha Kerby

Phone: 618-277-6883

After Hours Phone: 618-277-7854

# **Property Description:**

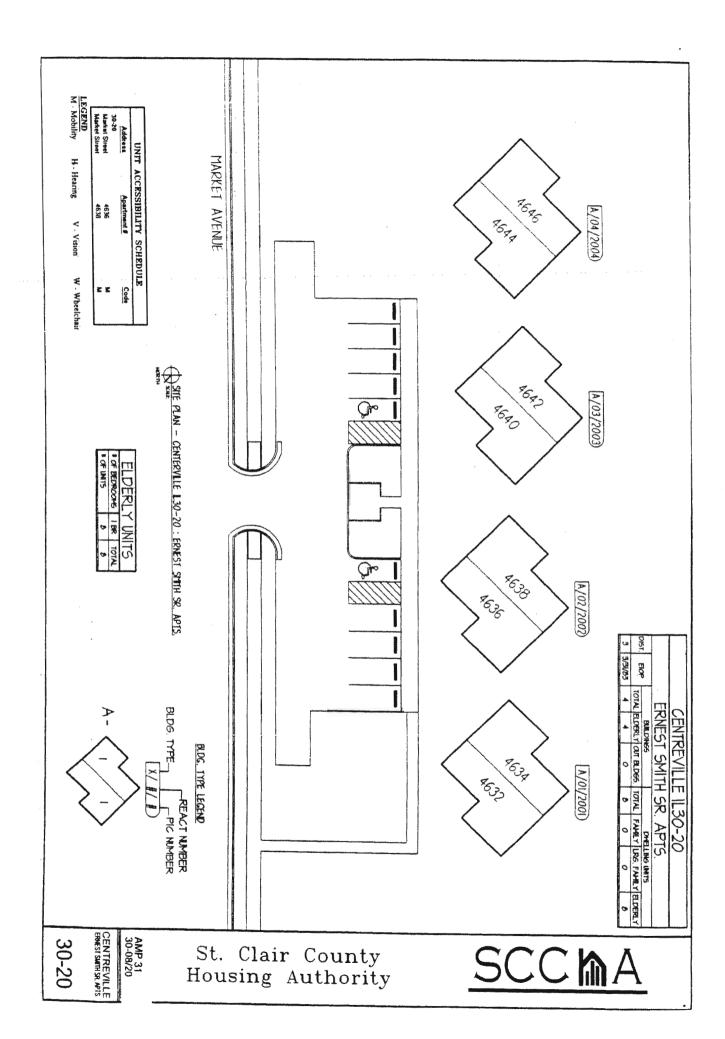
The property is comprised of four (4) buildings: Each building has two (2) units constructed in 1983.

The Ernest Smith, Sr. Apartments have eight (8) units.

The buildings are 30% brick and 70% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



# EMERGENCY PROCEDURES SUMMARY RICKERT STATION APARTMENTS NEW ATHENS (30-21)

## **Location:**

New Athens

1. Site: Elderly Units

700-730 Clinton Street

Community Building -- 732 Clinton Street

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

# **Property Description:**

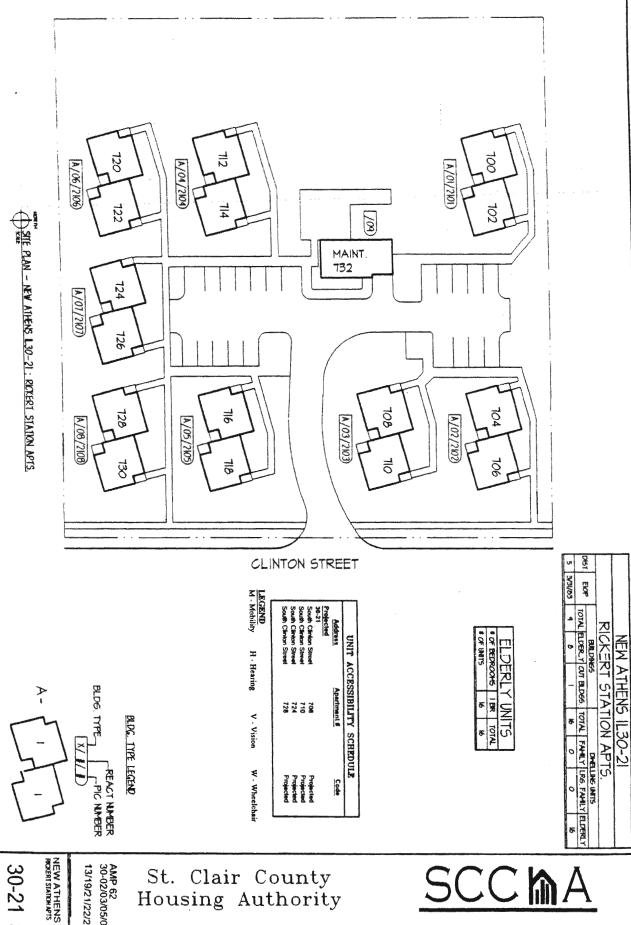
The property is comprised of nine (9) buildings: Each building has two (2) units. There is one (1) Community Building. Constructed in 1983.

The Rickert Station Apartments have sixteen (16) units.

The buildings are 45% brick and 65% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



30-21

AMP 62 30-02/03/05/07/ 13/19/21/22/28

St. Clair County Housing Authority

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# EMERGENCY PROCEDURES SUMMARY HERITAGE MANOR APARTMENTS MILLSTADT (30-22)

## **Location:**

## Millstadt

Elderly and Family Units

1. Sites: Three (3)

1-10 Pine Street

115-121 East Laurel Street

3-9 Oak Street and 303-311 Jefferson Street

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

## **Property Description:**

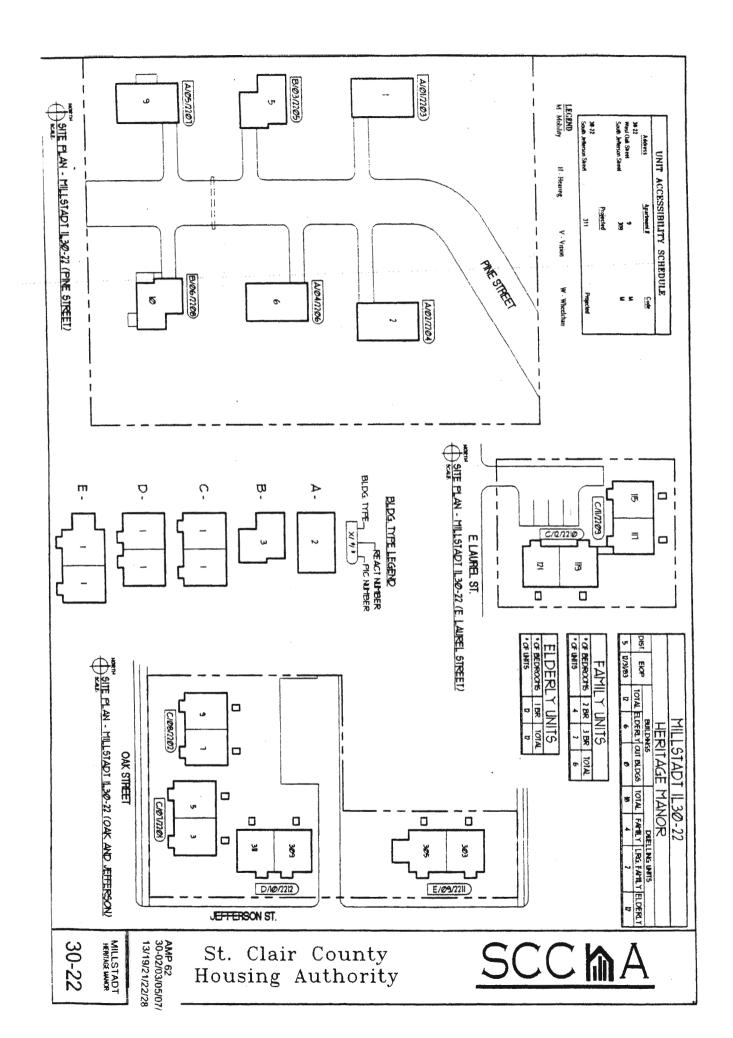
The property is comprised of twelve (12) buildings: Six (6) single-family homes and six (6) two-unit buildings constructed in 1981.

The Heritage Manor Apartments have eighteen (18) units.

The buildings are 45% brick and 55% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



# EMERGENCY PROCEDURES SUMMARY JEFFERSON SQUARE APARTMENTS O'FALLON (30-24)

# **Location:**

O'Fallon

Two (2) sites: Family Units

804-806 Jefferson Street 301-303 Estate Drive

Community Building -- 306 Estate Drive

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

# **Property Description:**

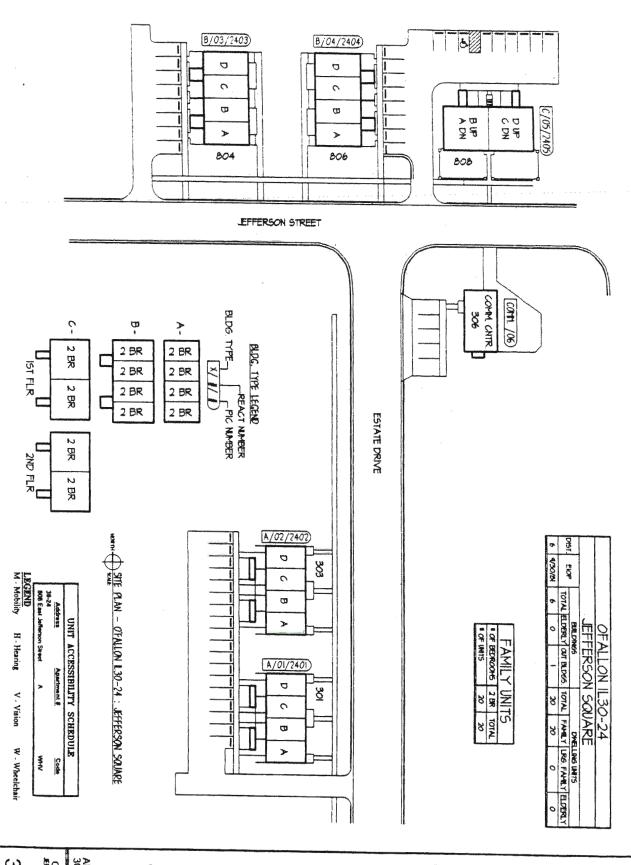
The property is comprised of six (6) buildings: Five (5) four-unit buildings and one (1) Community Building constructed in 1981.

The Jefferson Square Apartments have twenty (20) units.

The buildings are 40% brick and 60% wood siding.

All units have electric furnaces, stoves and hot water heaters.

All units have battery smoke detectors.



30-14/17/24 O'FALLON SEFFERSON SOURCE 30-24

St. Clair County Housing Authority

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## EMERGENCY PROCEDURES SUMMARY AMBER COURT APARTMENTS BELLEVILLE (30-27)

#### Location:

Belleville

1. Site: Elderly

4100-4116 Amber Court

Community Building -- 536 41<sup>st</sup> Street

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

#### **Property Description:**

The property is comprised of ten buildings: Four (4) nine-unit buildings, three (3) four-unit buildings, two (2) eight-unit buildings and one (1) Community Building constructed in 1986.

The Amber Court Apartments have sixty-four (64) units.

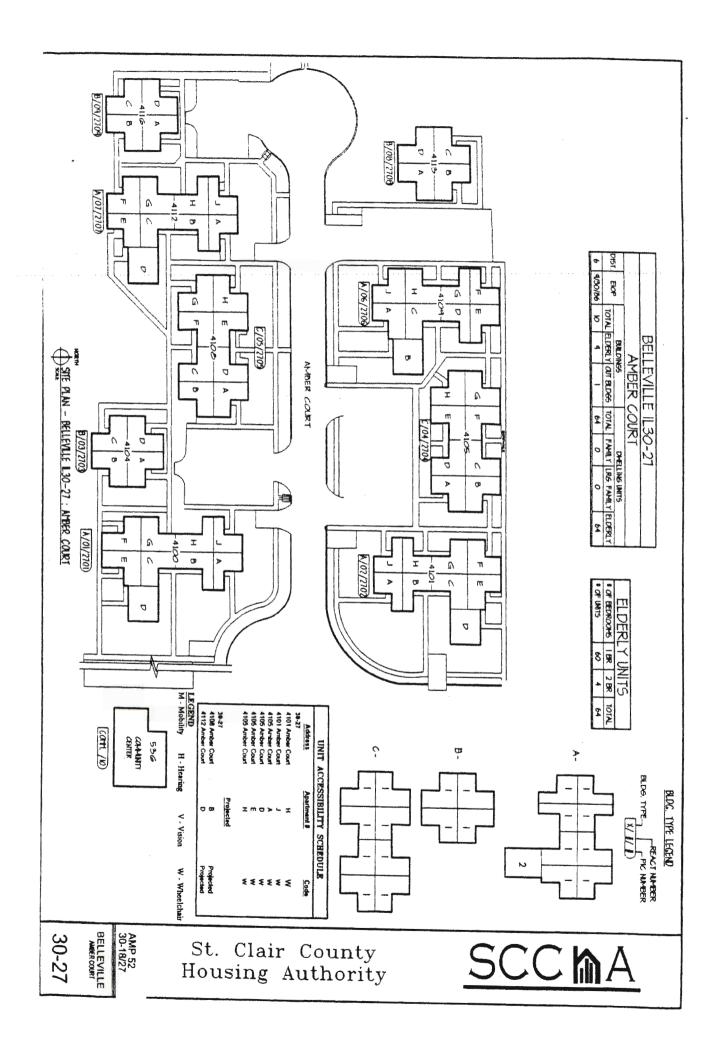
The buildings are 70% brick and 30% wood siding.

All units have electric furnaces, stoves and hot water heaters.

All units have battery smoke detectors.

The assembly area/evacuation route will be coordinated with emergency personnel.

Note: The Amber Court Community Center is equipped with an emergency generator that will be automatically activated in the event of an outage. In emergency situations, SCCHA staff or Resident Council representative will be responsible for opening the Community Center building.



## EMERGENCY PROCEDURES SUMMARY LAKEVIEW APARTMENTS LENZBURG (30-28)

#### **Location:**

Lenzburg

1. Site: Family Units

119-133 Lake Drive

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

#### **Property Description:**

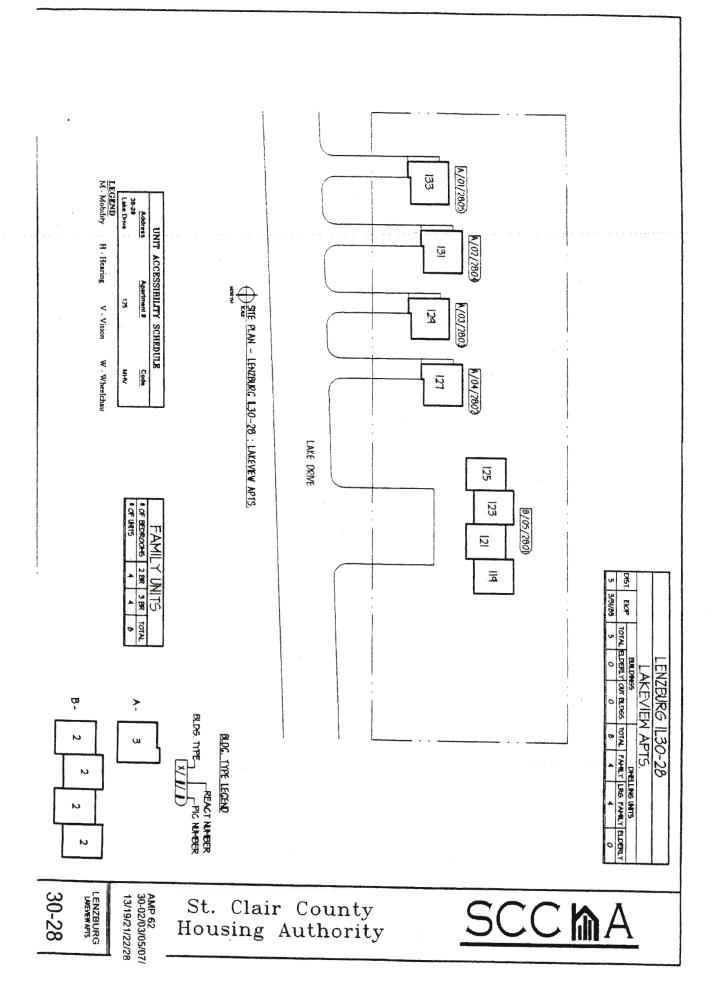
The property is comprised of five (5) buildings: One (1) four-plex and four (4) individual homes constructed in 1985.

The Lakeview Apartments have eight (8) units.

The buildings are 40% brick and 60% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



## EMERGENCY PROCEDURES SUMMARY BEL-PLAZA #1 HI-RISE BELLEVILLE (30-61)

#### Location:

114 South Church Street, Belleville, IL

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

#### **Property Description:**

Four-story 40% brick face and 60% Exterior Insulation and Gypsum Finish System (E.I.F.S.) above an open air parking garage. The building was constructed in 1983. Forty-eight (48) one-bedroom units and Common Area Open Atrium each floor level.

Building has an emergency generator which powers emergency lights on all floors and automatic doors at entrance.

Building has two elevators.

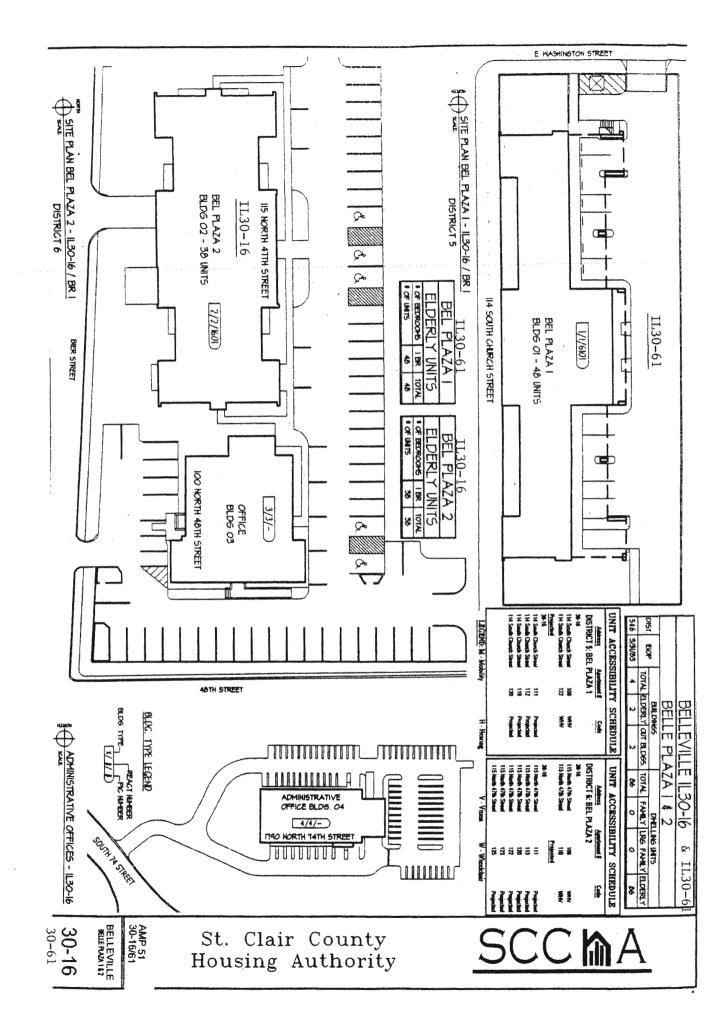
All units have electric stoves including first floor Common Area Kitchen.

Heat and cooling is by central gas boiler/cooling tower that circulates water to a heat pump in each unit. Each unit can individually control their desired temperature.

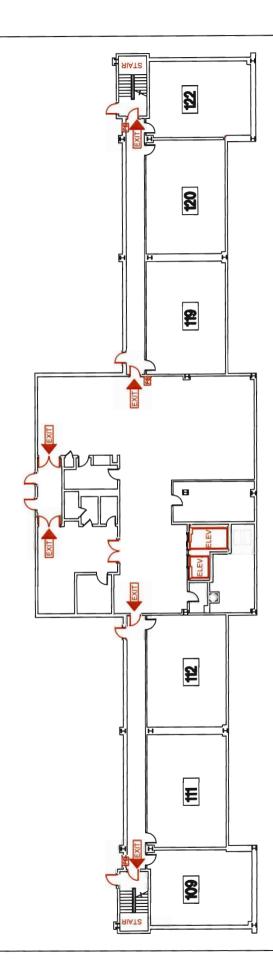
Each floor has wired smoke detectors in the Common Area and hallways reporting to a central fire panel and Fire Department. Each unit has a smoke c/o detector. Elevator smoke detectors will stop the elevator from functioning and also open the doors for exit.

Each floor and stairwell has emergency lighting.

There are three (3) fire extinguishers at each floor level. Two (2) extinguishers, one (1) at each unit hallway and one (1) in Common Area for each floor level.

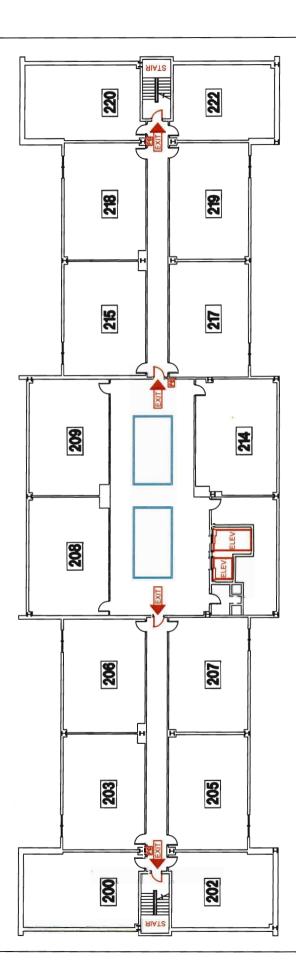


## 1ST FLOOR - BEL PLAZA 14 SOUTH CHURCH ST., BELLEVILLE, IL. (IL.30-61)



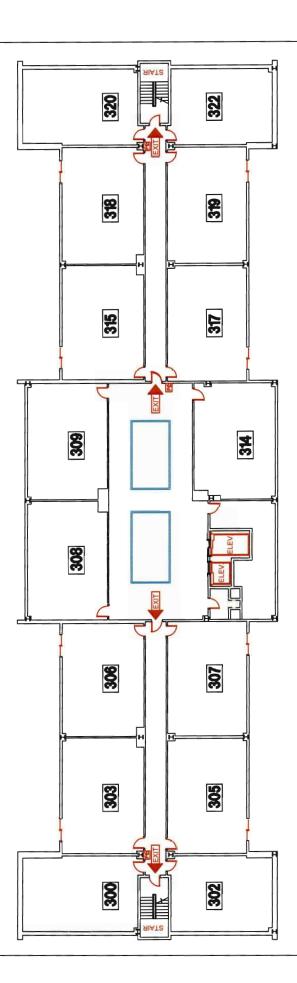
LEGEND

# 2ND FLOOR - BEL PLAZA IN SOUTH CHURCH ST., BELEVILLE, IL. (IL30-61)



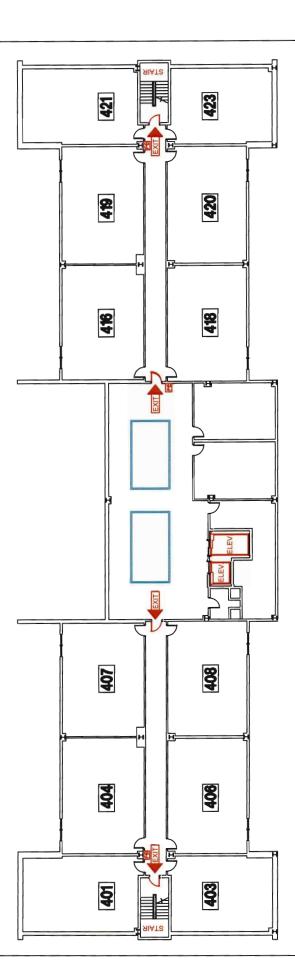
LEGEND

## 3RD FLOOR - BEL PLAZA 14 SOUTH CHURCH ST., BELEVILLE, IL. (IL30-61)



LEGEND

# 4TH FLOOR - BEL PLAZA



LEGEND

## EMERGENCY PROCEDURES SUMMARY TOWNHOUSE COURT APARTMENTS BROOKLYN (082)

#### **Location:**

Brooklyn

Site 1: Family Units

115-129 Sixth Street

Property Manager: Paula Sain

Phone: 618-277-6881

After Hours Phone: 618-277-7854

#### **Property Description:**

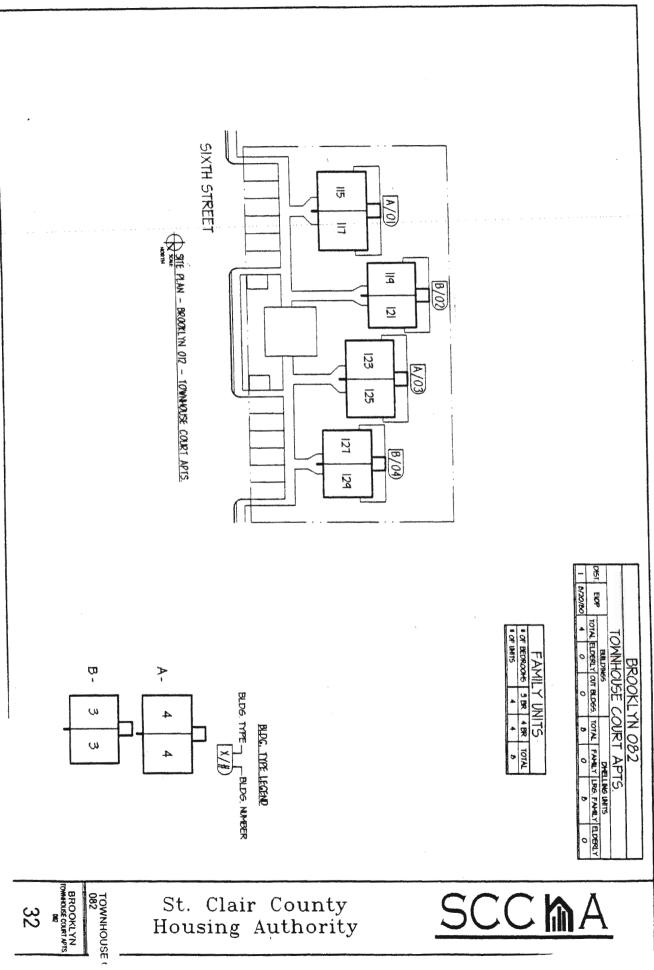
The property is comprised of four (4) buildings. Each building has two (2) units constructed in 1980.

The Townhouse Court Apartments have a total of eight (8) units.

The buildings are 40% brick and 60% wood siding.

All units have gas furnaces, stoves and hot water heaters.

All units have battery smoke c/o detectors.



BROOKLYN TOMNHOUSE COURT APTS. DIEZ

St. Clair County Housing Authority

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### EMERGENCY PROCEDURES SUMMARY GWENDOLENE COURT APARTMENTS BELLEVILLE (803)

#### **Location:**

#### Belleville

1.	Site:	Elderly	Units
----	-------	---------	-------

544 A, B, C, D	41st Street
544 E	41st Street
546 A, B, C, D	41st Street
548 A, B	41st Street
550 A, B, C, D	41 <sup>st</sup> Street

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

#### **Property Description:**

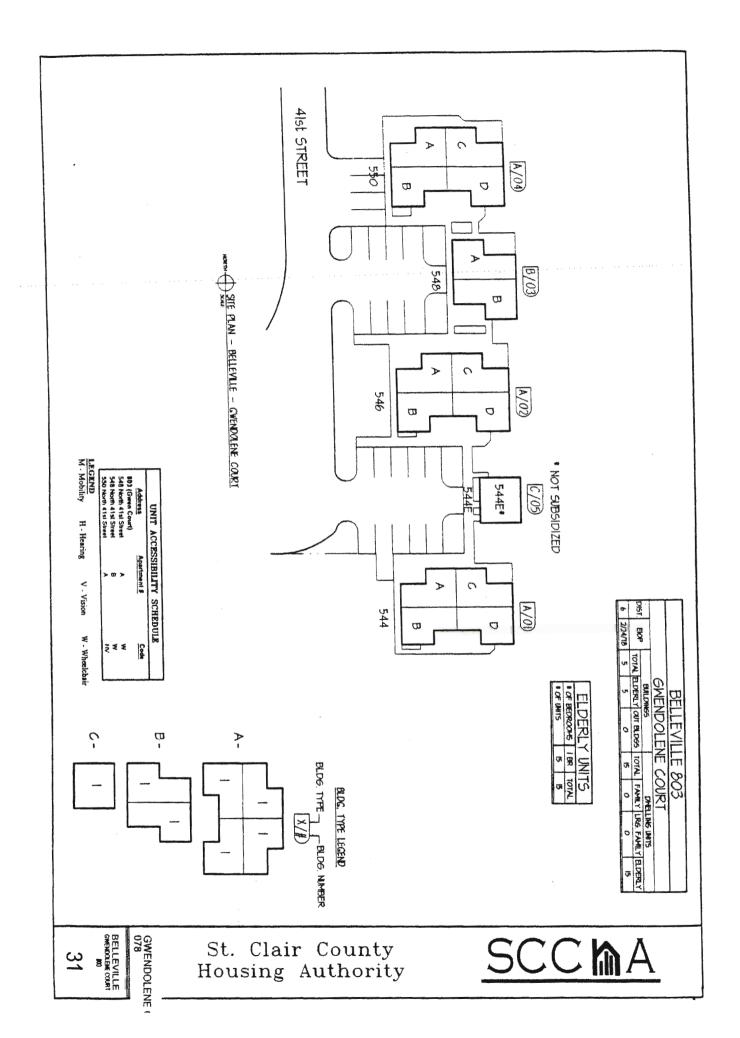
The property is comprised of five (5) buildings. One (1) building is a single unit. One (1) building is a duplex and the three (3) other buildings are four-plex units constructed in 1978.

The Gwendolene Court Apartments have a total of fifteen (15) units.

The buildings are 40% brick and 60% wood siding.

All units have electric furnaces, stoves and hot water heaters.

All units have battery smoke detectors.



## EMERGENCY PROCEDURES SUMMARY CEDAR RIDGE APARTMENTS LEBANON (901)

#### **Location:**

Lebanon

1. Site: Elderly Units

101-108 Center Street 201-208 Fritz Street 301-310 Fritz Street

Property Manager: Debbie Royer

Phone: 618-277-6889

After Hours Phone: 618-277-7854

#### **Property Description:**

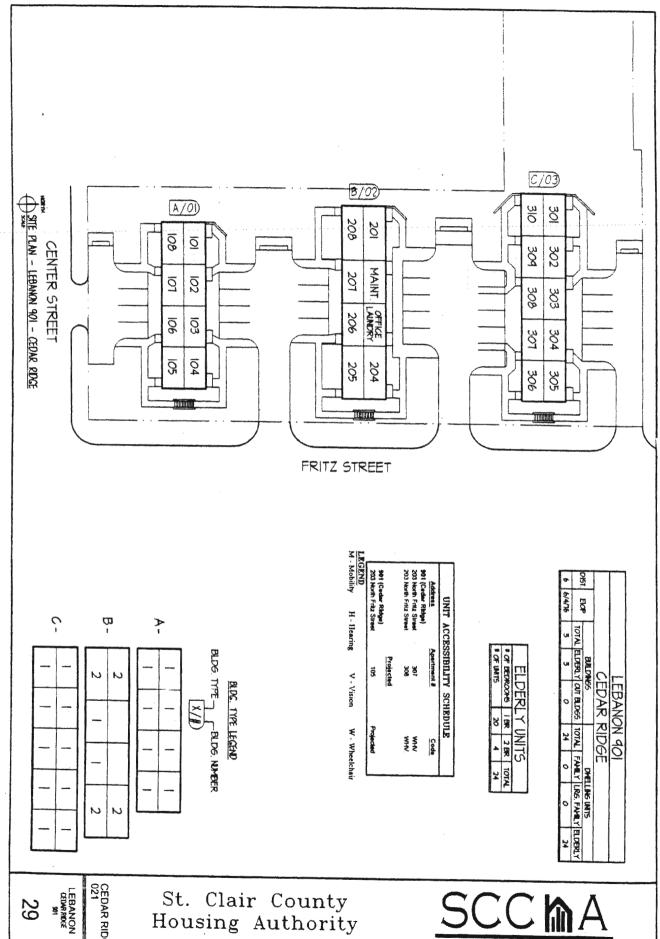
The property is comprised of three (3) buildings. One (1) building has eight (8) one-bedroom units. One (1) building has four (4) two-bedroom units and two (2) one-bedroom units. There is also a maintenance and common laundry facility in this building. One (1) building has ten (10) one-bedroom units constructed in 1976.

The Cedar Ridge Apartments have a total of twenty-four (24) units.

The buildings are 35% brick and 65% wood siding.

All units have electric furnaces, stoves and hot water heaters.

All units have battery smoke detectors.



CEDAR RIDGE 021

### **SECTION III**

1-8. Emergency Procedures

#### **Emergency Procedures**

#### 1. Fire

In all cases of fire, local emergency services must be notified immediately by calling 911. They, in turn, will notify SCCHA Maintenance and Management. Observe the following procedures:

If an emergency exists, activate the building alarm, if any. Note: In some buildings, the alarm rings only inside the building so you must report the fire by phone.

For large fires that do not appear controllable, evacuate all rooms and close all doors to contain the fire. Immediately notify the Fire Department and do not lock doors when exiting.

When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary.

An Emergency Operations Center may be set up near the emergency site. Keep clear of this area unless you have official business.

Do not return to an evacuated building unless the building has been declared safe by fire/law enforcement personnel.

Note: If you become trapped in a building that is on fire and you have access to a window, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

#### 2. Natural Disasters

#### **Tornadoes**

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm, and is produced when cool air overrides a layer of warm air, forcing the warm air to rise rapidly. Tornado season is generally March through August, although tornadoes can occur at any time of year. They tend to occur in the afternoons and evenings.

The best place to seek cover during a tornado is in an interior room on the lowest level of a building. Tornadoes strike with incredible velocity. Wind speeds may approach 300 miles per hour. These winds can uproot trees and structures and turn harmless objects into deadly missiles, all in a matter of seconds. Normally a tornado will stay on the ground for no more than 20 minutes; however, one tornado can touch down several times in different areas. They are most destructive when they touch down.

#### **Tornado Watch**

A Tornado Watch means conditions in your area are favorable for tornado formation. You should remain alert and take the following actions:

Review actions to take should the situation change to a Tornado Warning, or if a funnel cloud is sighted.

Ensure no physical restrictions exist that would prevent free movement to the nearest safe area; clear any blocked doors, aisles, etc.

Continue normal activities, but be alert to weather outside; monitor a radio/television, or watch the sky for worsening weather conditions.

Do not phone SCCHA. Keep telephone lines clear for emergency communication.

#### **Tornado Warning**

A Tornado Warning means that a tornado has been sighted. You should take the following actions:

Take cover. Preferably, proceed to the nearest safe area or shelter. Because of possible electrical failures, you should use the stairs, not the elevator. Remain well clear of windows and other glass.

In multi-story buildings, you should move to the ground level. Interior hallways and small rooms, such as closets, are usually safe areas. Put as many walls as possible between yourself and the outside. If possible, get underneath a sturdy piece of furniture such as a desk.

If you are in a frame or sheet metal building and weather conditions permit, move to a brick or stone building for added protection.

Be aware of flying debris. Flying debris from tornadoes causes most fatalities and injuries.

#### **Floods**

A flood is a high flow or overflow of water from a river or other body of water. Heavy rains from tropical storms, hurricanes, or frequent thunderstorms over a short period of time can result in flooding. Flash floods due to heavy rains can cause water levels to rise quickly, even in a matter of hours. Fast moving flood waters are powerful enough to sweep away vehicles, uproot trees, level buildings, and destroy bridges.

Note: When flooding occurs, there is not always enough time for a watch or warning to be issued before conditions become dangerous.

#### **Flood Watch**

A Flood Watch will be issued for situations related to widespread general flooding.

#### Flash Flood Watch

A Flash Flood Watch will be issued for serious situations in which life and/or property are in danger. A Flash Flood Watch covers flash flooding, widespread urban, small stream, and headwater flood events.

Review actions to take should the situation change to a Flood or Flash Flood Warning.

Ensure no physical restrictions exist that would prevent free movement to the nearest safe area; clear any blocked doors, aisles, etc.

Continue normal activities, but be alert to weather outside; monitor a radio/television, or watch for worsening weather conditions.

Do not phone SCCHA. Keep telephone lines clear for emergency communication.

#### **Flood Warning**

A Flood Warning will be issued when inundation of a normally dry area near a stream or other watercourse is expected, or unusually severe ponding of water is expected.

#### **Flash Flood Warning**

A Flash Flood Warning will be issued in response to a few hours of locally heavy rainfall, a dam or levee failure, or water released from an ice jam rapidly flooding nearby land.

If an evacuation is ordered, move as quickly as possible to get to a safe area.

If on foot, do not attempt to walk through flood waters. Stay away from storm drains, ditches, ravines, and culverts. If it is moving quickly, even water six inches deep can knock you off your feet.

If you are in a car, do not attempt to drive through flooded areas.

#### **Severe Winter Storms**

Severe winter storms are most likely to bring ice, strong winds and freezing rain. Such storms can prevent employees and/or residents from traveling to work and/or other destinations or cause them to have to leave work and/or other destinations early in order to avoid dangerous conditions on the roadways. Severe winter storms can also cause structural damage and power outages.

The SCCHA has one central and three site offices that need to remain open during normal business hours. However, situations may arise when weather-related conditions or other emergencies necessitate that the SCCHA announce a delayed arrival time, an early dismissal time, or that offices will be open for essential staff only. In all cases, employees and/or residents must use their best judgment in determining their own safety when traveling to and from work and/or other destinations.

#### Winter Weather Advisory

A Winter Weather Advisory is issued when a winter storm or hazardous winter weather is occurring or imminent and is an inconvenience.

Continue normal activities, but be alert to weather outside; monitor a radio/television, or watch for worsening weather conditions.

Do not phone SCCHA. Keep telephone lines clear for emergency communication.

Use caution when traveling and be aware of deteriorating road conditions.

#### Winter Storm Watch

A Winter Storm Watch is issued when significant winter weather (heavy snow, sleet, and/or freezing rain) is expected within 36 hours.

Continue normal activities, but be alert to weather outside; monitor a radio/television, or watch for worsening weather conditions.

Review actions to take should the situation change to a Winter Storm Warning.

#### **Winter Storm Warning**

A Winter Storm Warning is issued when a significant winter storm or other hazardous winter weather is imminent or occurring and is a threat to life and property.

Consider future travel needs (commuting, picking up children) and plan accordingly.

If an early dismissal is announced, do not delay in leaving work and getting home, or to another safe location, before travel conditions deteriorate further.

#### **Blizzard Warning**

A Blizzard Warning signals severe winter weather with sustained winds of at least 35 miles per hour, blowing snow that may reduce visibility to ¼ mile or less for at least 3 hours, and dangerous wind chills. Remain indoors and avoid all travel.

#### **Earthquakes**

During an earthquake, remain calm and quickly take the following actions:

If indoors, seek refuge in a doorway, or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.

If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized.

If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

After the initial shock, evaluate the situation and if emergency help is necessary, call 911. Protect yourself at all times and be prepared for aftershocks.

Damaged facilities should be reported to SCCHA personnel.

Note: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.

If an emergency exists, activate the building alarm.

Note: In some buildings, the alarm rings only inside the building and you must also report the emergency by phone to police at 911.

When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

Remember that elevators are not to be used unless directed specifically by emergency personnel.

Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary.

An Emergency Operations Center (EOC) may be set up near the site of the emergency. Keep clear of such areas unless you have official business.

Do not return to an evacuated building unless authorized specifically by emergency personnel.

#### 3. Chemical Spills or Radiation Exposure

During an emergency involving a chemical spill or radiation exposure, remain calm and take the following actions:

Immediately report any spillage of a hazardous chemical or radioactive material to the SCCHA personnel.

Move away from the accident scene and help keep others away. Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes or smoke.

When reporting, be specific about the nature of the involved material and exact location. Local law enforcement will contact the necessary specialized authorities and medical personnel.

The staff person(s) on site should assist fire/law enforcement personnel in evacuating the affected area if requested.

Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to law enforcement. Required first aid and cleanup by specialized authorities should begin at once.

If a building emergency exists, activate the building alarm.

Note: In some buildings, the alarm rings only inside the building, and you must also report the emergency by calling 911.

When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

Remember that elevators are not to be used unless directed specifically by emergency personnel.

Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary.

An Emergency Operations Center (EOC) may be set up near the emergency site. Keep clear of this area unless you have official business.

Do not return to an evacuated building unless told to do so by an authorized official.

#### 4. **Violent Criminal Behavior**

Everyone is asked to help make all Authority properties safe by being alert to suspicious situations and promptly reporting them.

The following procedures should be used by staff and residents who witness violent criminal behavior:

If you are a victim or a witness of any criminal offense, avoid risks!

Promptly notify local law enforcement at 911 as soon as possible and report the incident, including the following information:

Nature of the incident Location of the incident Description of person(s) involved Description of property involved

If you observe a criminal act, or whenever you observe a suspicious person on SCCHA property, immediately notify police. Staff should report the incident to their Supervisor.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

#### 5. Utility Failures

In the event of a major utility failure occurring during regular working hours, immediately notify Maintenance at its emergency number (work order #) at (618) 277-7854.

If there is a potential danger to building occupants, or if the failure occurs after work hours, on the weekend, or during a holiday, call the emergency number (work order #) at (618) 277-7854.

Follow the standard evacuation procedures if a building emergency exists. Always observe the above procedures when utility emergencies arise:

#### Electrical/Light Failure

Emergency lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radio available for emergencies.

#### **Elevator Failure**

If you are trapped in an elevator, use the emergency phone. Turn on the emergency alarm (located on the front panel), which will signal for help.

#### Plumbing Failure/Flooding

Discontinue use of all electrical equipment. Notify Maintenance at (618) 277-7854 (work order #). If necessary, vacate the area.

#### Gas Leak

Discontinue all operations. Do not switch on lights or any electrical equipment. Remember, electrical arcing can trigger an explosion. Call appropriate utility company and/or law enforcement. SCCHA should then be informed through the emergency work order # at (618) 277-7854.

#### 6. Medical/Psychological Emergency

Call 911 to request assistance.

When calling for emergency medical assistance, give the following information:

Nature of medical emergency (type of injury, number of injured).

<u>Location of emergency</u> -- building and room number (you may need to be specific about the building location), your name and the phone number from which you are calling. If possible, stay on the phone until released by the 911 dispatcher.

#### **Psychological Crisis**

A psychological crisis exists when an individual threatens to harm him/her self or others, or is out of touch with reality possibly due to severe drug reactions manifested by hallucinations or uncontrollable behavior.

#### If a psychological crisis occurs:

Never try to handle a situation that you feel is dangerous on your own.

Notify local law enforcement of the situation by calling 911. Clearly state that you need immediate assistance. Give your name, location and the nature of the emergency.

#### 7. Public Relations Issues

The SCCHA has two basic guidelines to observe in a crisis situation:

Only authorized spokespersons will meet or talk with the media.

Only factual information will be released; no speculation is to be offered.

#### **Additional Procedures:**

All executive and supervisory personnel have been notified to report emergencies to the Executive Director.

All calls from the news media are referred directly to the Executive Director and/or his/her designee.

#### 8. Transportation Accidents

Another potential emergency involves transportation accidents. Such incidents might include injury or loss of life resulting from an accident involving SCCHA owned and/or operated vehicles, as well as a commercial conveyance carrying SCCHA staff or residents.

For such incidents, SCCHA officials should be prepared to provide basic directory information about the employees and/or residents involved. There also may be a need to respond to questions regarding how the travel was associated with employment or residence at the SCCHA. For additional information, please reference SCCHA's Personnel Policy Attachment -- Vehicle Use Policy.

Family notification should be handled by the Executive Director or, in the case of a resident, by the Property Manager.

If the vehicle was owned/operated by the SCCHA at the time of the incident, information may be needed about who was operating the vehicle and their training experience, as well as information about the condition and maintenance of the vehicle.

#### **Train Accident/Derailment**

Since many SCCHA properties are located in close proximity to railways, there is a potential for a train accident/derailment. If an accident of this kind occurs, take the following action:

Report such an incident to local law enforcement at 911.

Stay away from the accident; trains often carry hazardous materials that could leak into the atmosphere if a train derails.

SCCHA staff will assist as requested in coordinating the emergency response with non-SCCHA entities such as the Fire Department and the Emergency Medical Services.

If the train derailment causes an evacuation of any public housing communities or SCCHA facilities within a one to three mile radius, the SCCHA will put the EOC procedures into place.