

YOUR RESPONSIBILITIES BEFORE, DURING, AND AFTER EMERGENCIES AND DISASTERS

After an emergency or disaster event (or in anticipation of one), the following are the site owner's responsibilities. According to HUD Handbook 4350.1, Chapter 38, owners are responsible for:

- Maintaining inventory of all residents, property, phone numbers, mailing addresses, and emails;
- Ensuring that residents provide emergency contact numbers;
- Developing a pre-disaster checklist that's shared with residents in case of a disaster;
- Developing an emergency relocation plan to relocate residents prior to the storm, especially at 202/811 Elderly or Disabled sites and nursing homes;
- Knowledge of HUD's occupancy requirements and policies;
- Contacting the local HUD office following a disaster;
- Providing a status report for the residents and property condition;
- Developing tracking mechanisms to contact residents and determining the intent to return to the unit;
- Self-reporting to the National Housing Locator (owners can go to this site to list unit availability);
- Determining the extent of damage, security needs, resident property protection needs, etc.;
- Maintaining prompt communication with HUD field staff when providing preliminary and final assessment surveys to assist with recovery planning;
- Contacting the property's insurance provider to apply for property and business interruption claims;
- Contacting the mortgagee to inquire about forbearance options;
- Contacting the assigned Section 8 Contract Administrator or Performance Based Contract Administration (PBCA);
- Applying for assistance with FEMA, Small Business Administration (SBA), housing finance agencies (HFAs), etc.;
- Determining which residents have been displaced due to unit damage or a failure of a major building system such as the electrical system, etc.;
- Tracking each displaced resident's temporary location and maintain contact information for each displaced resident, particularly if the property is likely to have units off-line for more than 30 days; and
- Contacting FEMA for ongoing guidance and instructing residents to register with FEMA through 1-800-621-FEMA (3362), or www.fema.gov.