



Department of
Housing Preservation
& Development

RESIDENTIAL BUILDING OWNERS

GET READY FOR AN EMERGENCY



PREPARATION
CHECKLIST

1

DEVELOP AN EVACUATION PLAN

- ❑ COMMUNICATE THE PLAN TO ALL TENANTS AND POST IT AROUND BUILDING
- ❑ INCLUDE RELOCATION INFO LIKE THE NEAREST EMERGENCY SHELTER, UNITS AVAILABLE IN YOUR OTHER BUILDINGS, ETC.
- ❑ CONSIDER WHETHER SITE SECURITY MAY BE NEEDED

2

PROVIDE SIGNAGE IN PUBLIC AREAS

- ❑ BY LAW, YOU MUST PROVIDE **SIGNAGE** IN THE PUBLIC AREAS OF YOUR BUILDING, INCLUDING:
 - ❑ PRIOR TO A WEATHER EMERGENCY
 - ❑ AFTER A NATURAL DISASTER
 - ❑ AFTER BEING INFORMED THAT A UTILITY OUTAGE WILL LAST FOR MORE THAN 24 HOURS

3

CHECK ON YOUR TENANTS

IF YOU HOUSE VULNERABLE POPULATIONS, BE SURE TO:

- ❑ HAVE UP-TO-DATE CONTACT INFO FOR TENANTS & FAMILIES
- ❑ HAVE A PLAN FOR MAINTAINING NECESSARY ON-SITE SERVICES. THE CITY MIGHT HAVE SPECIAL ASSISTANCE FOR THESE INDIVIDUALS.

4

IMPLEMENT A RESILIENCY PLAN

- ❑ CONSIDER ACCESS TO A GENERATOR AND MOBILE STEAM UNIT
- ❑ ASSESS HOW MUCH FUEL IS STORED
- ❑ MAKE SURE TO KEEP HALLWAYS & STAIRWELLS LIT

5

REGISTER YOUR BUILDING WITHHPD

- ❑ UPDATE YOUR CONTACT INFO SO HPD CAN REACH YOU DURING AN EMERGENCY
- ❑ GO TO HPDONLINE.HPDNYC.ORG TO UPDATE YOUR INFORMATION
- ❑ PROVIDE AN ACCURATE 24-HOUR CONFIDENTIAL PHONE NUMBER TO BE ANSWERED BEFORE AND AFTER AN EVENT.

6

CHECK OUT ADDITIONAL HPD RESOURCES

- ❑ PREPAREDNESS FOR HOME & BUILDING OWNERS:
 - NYC.GOV/SEVEREWEATHER
- ❑ HPD DISASTER RESPONSE:
 - NYC.GOV/HPD/DISASTER-RESPONSE