



## Residential Housing Facility Emergency Plan Content – 2024

The purpose of this document is to outline the specific information required of residential housing facilities, as defined by Sec. 30-1281 of the Code of the City of New Orleans, in their annual applications for operating licenses. New Orleans Health Department staff will use this form to determine if applications contain all the required information, and by doing so, hope to promote transparency and clear expectations around how each application will be evaluated.

Contact Information	
Description of Required Information	Included?
Name and Title of On-Site Point of Contact	
Cell Phone Number for On-Site Point of Contact	
Email Address for On-Site Point of Contact	
Name and Title of Additional, Backup Point of Contact	
Cell Phone Number for Additional, Backup Point of Contact	
Email Address for Additional, Backup Point of Contact	
Phone Number for Facility Office	
Mailing Address for Facility Management	

Generator Information	
This information is only required if there is a generator on the property.	
Description of Required Information	Included?
Wattage of the Generator	
Type of Fuel Used to Power the Generator	
Fuel Capacity and Burn Rate of the Generator	
Areas of the Property and Functions the Generator Will Power in the Event of an Emergency (For Example: Emergency Lighting, Elevators, HVAC in the Community Room)	
Information about Emergency Fuel Contracts the Facility Holds	
Information about Service Contracts for Generators	
Information about Annual Certification or Inspections of Generators at the Facility	

Property Information	
Description of Required Information	Included?
Name of Facility	
Physical or Geographic Address of the Property	
Number of Units at the Facility	
Number of Residents at the Facility	
Number of Stories/Floors at Buildings on the Property	
Addresses of Each Unit, If Applicable (this information can be included in the Resident Census Form rather than listed in the Emergency Operations Plan)	
Which Units are Accessible for Residents with Mobility or Sensory Needs (If Applicable)	
Written Description of the Property (For Example: Number of Buildings, Year of Construction, Means of Egress, Number of Elevators, Description of Community Spaces)	
SWBNO Water Intake Source (Carrollton or Algiers)	

Emergency Operations Information	
Description of Required Information	Included?
Description of the Facilities' Planned Response to Hazards or Extreme Weather	
Description of How Residents Will Be Evacuated from the Property during a Mandatory Evacuation Order (this process can rely on the City of New Orleans)	
Description of How Facility Management Communicates with both Staff and Residents Before, During, and Following Emergencies	
Resident Census, Completed Using Spreadsheet Provided by NOHD	

Chapter 38 Requirements for HUD Multifamily Properties	
This information is only required if your facility is a HUD Multifamily Property, in order to demonstrate compliance with Owner/Agent responsibilities listed in the HUD Multifamily Asset Guidebook.	
Description of Required Information	Included?
Developing an Emergency Relocation Plan to Relocate Residents Prior to a Storm	
Develop Tracking Mechanisms to Contact Residents and Determine Intent to Return to Unit	
Developing a Pre-Disaster Checklist that is Shared with Tenants in the Case of a Disaster	
Maintaining an Inventory of All Residents, Property, Phone Numbers, Mailing Addresses, and Emails	

### Additional Information

The below information is helpful for us as we plan, and we would appreciate if you would add it to your emergency operations plans or applications as you are able. However, this information is not required for your plan to be approved.

Description of Required Information	Included?
Name and Contact Information for Company Providing 24/7 Security Services, If Applicable	
Name and Contact Information for Resident Services Staff Members on Site, If Applicable	
Estimate of How Many Residents Expect They Will Need Assistance from the City to Evacuate in the Event of an Emergency	
Floor Plan of Property	
Description of HVAC Systems on Property, and Information on any Service Contracts for HVAC Maintenance	
Facility-Specific Supplies Available to Residents During an Emergency	
Organizational Chart (A Visual Display of Management and Facility Staff, Including Who Reports to Who)	
Whether the Facility Has a Transfer Switch, or the Capacity to Use a Generator If One Could Be Provided	