



Negaunee Housing Commission



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EMERGENCY PREPAREDNESS PLAN (Natural or Man Caused Disaster)

In order to manage any natural or man-caused disaster it is necessary to have a plan. It is equally as important for all residents to know and understand their responsibility.

All residents are informed of the fire alarm procedure when they sign their lease. Each resident receives a copy of the Negaunee Housing Commission's Fire Alarm/Smoke Detector Procedures.

FOR AN EMERGENCY SITUATION (NATURAL OR MAN-CAUSED DISASTER)

- Negaunee Housing Commission staff would activate the building fire alarm system for an emergency situation
- Residents would respond to the fire alarm and move to the nearest safe exit (*all exits are considered evacuation assembly areas*).
- Marquette County EMS Medical Control Authority would access the situation and coordinate an emergency response.
- Building staff or emergency responders would direct residents what to do next.
- The emergency shelter location for Negaunee Housing Commission is the Lakeview School.

RESIDENT RESPONSIBILITIES

- Respond and co-operate at all times the fire alarm is activated.
 1. Treat every fire alarm as a real fire - Leave the building immediately!
 2. **Do Not** lock your apartment door.
 3. Go to the nearest **safe** fire exit.
 4. **Do Not** use the elevator.
 5. If you cannot walk or use a stairway, stay in your apartment - firefighters will assist you.
 6. All exits are considered evacuation assembly areas.
 7. **Do Not** re-enter the building until staff or emergency personnel tell you to.
 8. If you are out of the building when a disaster occurs and residents are relocated to the emergency shelter at the Lakeview School - you need to notify authorities as to your location
- Residents need to register when they will be out of building overnight or for an extended period of time (*such as vacations, travel, etc.*)
- Residents should have an emergency medication packet (*a packet containing five to seven days of your regular medications*).
- Residents should have a copy of all important cards and numbers in their medication packet.