

RESOLUTION # 16-24

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR
COMPREHENSIVE AUTOMOBILE/VEHICLE INSURANCE**

APRIL 7, 2016 - APRIL 7, 2017

THE MARTIN COMPANY

WHEREAS, the Housing Authority of Gloucester County has need for Comprehensive Automobile/Vehicle Insurance; and

WHEREAS, the Housing Authority of Gloucester County has solicited proposals for Comprehensive Automobile/Vehicle Insurance through public advertisement; and

WHEREAS, the Housing Authority of Gloucester County has received and reviewed the proposals received; and

WHEREAS, the most advantageous proposal for such services is from, **The Martin Company**, at a premium of **\$ 16,903.00** and is proper and responsive to the specifications;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the contract proposal with **The Martin Company** be and is hereby approved; and

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for Comprehensive Auto/Vehicle Insurance, in accordance with the proposal received and the bid tabulation attached hereto for the contract amount of **\$ 16,903.00**, subject to Counsel review and verification.

BE IT FURTHER RESOLVED that a brief notice stating the nature, duration, service and amount of the contract and that this resolution and the contract are on file and available for public inspection in the office of the Executive Director and shall be published once in the Gloucester County Times pursuant to the requirements of the local Public Contracts Law.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd day of March , 2016.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

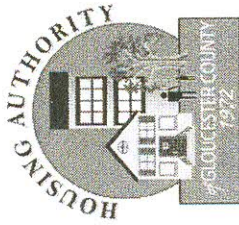
BY: 

WILLIAM W BAIN, JR CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 23rd , 2016



PROPOSAL TABULATION SHEET

PROPOSAL OPENING: March 1, 2016

FOR RFP 16- 03 AUTO INSURANCE

**PRESENT: ED MALINAK
STELLA BARNES
ROBERT LANE**

NAME	AMOUNT OF PROPOSAL	COMMENTS
MARTIN INSURANCE	\$16,903.00	
HAI INSURANCE	\$17,470.00	
NATHAN LANE INSURANCE	\$22,537.00	

RESOLUTION # 16- 25

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR
WORKERS COMPENSATION INSURANCE COVERAGE**

APRIL 1, 2016 - APRIL 1, 2017

THE MARTIN COMPANY

WHEREAS, the Housing Authority of Gloucester County has need for Workers Compensation Insurance Coverage; and

WHEREAS, the Housing Authority of Gloucester County has solicited proposals for Workers Compensation Insurance through public advertisement; and

WHEREAS, the Housing Authority of Gloucester County has received and reviewed the proposals received; and

WHEREAS, the most advantageous proposal for such services is from, The Martin Company at premium of **\$124,772.00** and is proper and responsive to the specifications;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the contract proposal with The Martin Company be and is hereby approved; and

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for Workers Compensation Insurance, in accordance with the proposal received and the bid tabulation attached hereto for the contract amount of **\$124,772.00** subject to Counsel review and verification.

BE IT FURTHER RESOLVED that a brief notice stating the nature, duration, service and amount of the contract and that this resolution and the contract are on file and available for public inspection in the office of the Executive Director and shall be published once in the Gloucester County Times pursuant to the requirements of the local Public Contracts Law.


ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd DAY OF MARCH, 2016.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 23rd, 2016



PROPOSAL TABULATION SHEET

PROPOSAL OPENING: March 1, 2016

FOR RFP 16- 02 WORKERS COMP INSURANCE

**PRESENT: ED MALINAK
STELLA BARNES
ROBERT LANE**

NAME	AMOUNT OF PROPOSAL	COMMENTS
MARTIN INSURANCE	\$124,772.00	
HAI INSURANCE	WILL NOT BE BIDDING	
NATHAN LANE INSURANCE	\$153,265.00	

RESOLUTION # 16-26

**RESOLUTION EXTENDING THE SELF-INSURED GROUP
HEALTH CARE BENEFIT PLAN FOR ELIGIBLE HAGC EMPLOYEES,
THEIR ELIGIBLE DEPENDENTS, & OTHER ELIGIBLE PERSONS
HARDENBERGH INSURANCE**

WHEREAS, the Housing Authority of Gloucester County (HAGC) established a Self-Insured Health Care Benefit Plan in 2013 to provide health care coverage for eligible employees and other eligible persons; and

WHEREAS, the HAGC is the Plan Administrator and the Insurance Broker of this health care benefit plan is Hardenbergh Insurance Group; and

WHEREAS, the result of the HAGC moving from the NJ State Health Plan to a Self Insured Health Care Benefits Plan has resulted in a cost savings as projected; and

WHEREAS, the Self Insured Health Care Plan agreement is due to expire on April 30, 2016; and

THEREFORE, the HAGC wishes to continue the benefits under the Self-Insured Health Care Benefit Plan to provide health care coverage for all eligible employees and other eligible persons with Hardenbergh Insurance Group; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County, that it hereby approves the extension of the Self Insured Group Health Care Benefit Plan with Hardenbergh Insurance Group for all eligible employees and other eligible persons subject to negotiation of an agreement by the Executive Director; and

BE IT ALSO RESOLVED, that the HAGC Board of Commissioners reserves the right, at any time and for any reason or no reason at all, to change, amend, interpret, modify, withdraw or add benefits to terminate this Plan, in whole or in part and in its sole discretion, without prior notice to or approval by eligible employees, their eligible dependents, and other eligible persons, unless such coverage or benefit are otherwise required by Federal or State law or regulation.

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 23RD day of March, 2016.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATED: MARCH 23RD, 2016

Housing Authority of Gloucester County

100 Pop Moylan Boulevard
Deptford, NJ 08096



Effective: **May-16** TO: **May-17**
Self-Funding with Stop-loss
Specific Stop-loss Level **\$50,000** Individual
Underwritten By: **Standard Security**
Group Number: **1351**

Excess-loss Premiums and Processing Fees		Volume	Rate		Monthly Cost	Annual Cost
Employee Rate		52	\$185.67	= \$	9,654.67	\$ 115,856.00
Dependent Unit Rate		39	\$211.98	= \$	8,267.13	\$ 99,205.60
Aggregate Rate		52	\$16.98	= \$	882.84	\$ 10,594.13
Premium Total					\$ 18,804.64	\$ 225,655.73
Administration Fees						
Medical/Rx Administration		52	\$ 21.50	= \$	1,118.00	\$ 13,416.00
Claims Management and Network Access Fee		52	\$ 9.95	= \$	517.40	\$ 6,208.80
Amerihealth PPO Surcharge		52	\$ 7.00	= \$	364.00	\$ 4,368.00
IAA Consumer Directed Services (FSA, HRA, HSA, Transit, Parking)	(Included)	0	\$ 5.00	=	Included	\$ -
IAA Debit Card	(Optional)	0	\$ 1.35	= \$	-	\$ -
COBRA Administration	(Included)	52	\$ -	= \$	-	\$ -
IAA Health-360 Employee Web Services		52	\$ 3.75	= \$	195.00	\$ 2,340.00
Teladoc Services	(Optional)	52	\$ 2.50	= \$	130.00	\$ 1,560.00
Fiduciary Liability Transfer Coverage	(Optional)	0	\$ 2.50	= \$	-	\$ -
Family Medical Leave Administration Fee	(Optional)	0	\$ 2.25	= \$	-	\$ -
Plan Management Fee		52	\$ 30.00	= \$	1,560.00	\$ 18,720.00
Administration Total					\$ 3,884.40	\$ 46,612.80
Annual Compliance and Communication Fee:					=	\$ 2,500.00
Annual Electronic Data Interchange (HIPAA Requirement)					=	\$ 500.00
Total Fixed Cost					=	\$22,689.04 \$275,268.53
Est. Aggregate Calculation		Volume	Factors		Monthly Aggregate	Annual Aggregate
Employee Factor		52	\$852.45	= \$	44,327.40	\$ 531,928.80
Dependent Unit Factor		39	\$1,136.17	= \$	44,310.63	\$ 531,727.56
Aggregate Attachment Point Total					\$ 88,638.03	\$ 1,063,656.36
Estimated Claim Cost		<i>Aggregate Attachment Point divided by 1.25</i>			\$ 70,910.42	\$ 850,925.09
Estimated Plan Cost		<i>Fixed Plus Estimated Contract Claims</i>			\$ 93,599.47	\$ 1,126,193.62
Total Plan Cost		<i>Fixed Plus Maximum Contract Claims</i>			= \$ 111,327.07	\$ 1,338,924.89

Housing Authority of Gloucester County

Excess-loss Coverage Summary

Specific Individual Contract Maximum:	12/15	Unlimited	Active PPO:	Yes			
Specific Contract Type:	Individual	Med/Rx					
Specific Deductible Per:	Yes		Terminal Liability	No			
Specific Advance:	12/12		Printing cost not included in quote				
Aggregate Contract Type:	Med//Rx		Minimum Aggregate:	100%	\$	1,063,656.36	
Aggregate Covers:	No		Run-In Limit:	0%	\$	-	
Aggregate Accommodation:							

SUMMARY OF MEDICAL COST

	MONTHLY	ANNUALLY
<u>Fixed cost</u>		
Insurance Premiums/Processing Fees	\$ 18,804.64	\$ 225,655.73
Administration Fees	\$ 3,884.40	\$ 46,612.80
Annual Fees		\$ 3,000.00
TOTAL FIXED (MINIMUM COST)	\$ 22,689.04	\$ 275,268.53

Variable Cost (Claim Cost)

EXPECTED CLAIMS	MONTHLY	ANNUALLY
Employee	\$ 35,461.92	\$ 425,543.04
Dependent Unit	\$ 35,448.50	\$ 425,382.05
EXPECTED CLAIMS COST	\$ 70,910.42	\$ 850,925.09

Fixed Cost Plus Expected Claim Cost

	MONTHLY:	\$ 93,849.47		
	ANNUALLY:	\$ 1,126,193.62		
ESTIMATED MONTHLY UNIT COST:*		Expected	Maximum	
*ASSUMES:	EMPLOYEE:	\$ 721.92	\$ 858.29	
	DEPENDENT:	\$ 1,443.84	\$ 1,716.57	
	EMPLOYEE COUNT OF:	52		
	DEPENDENT UNIT COUNT OF:	39		

Client Name:

Housing Authority of Gloucester County

Additional Expenses:

Optional

Plan Management Fee

N

Coordinates Plan Implementation and Annual Review With IAA
Reviews Utilization Reports
Provides Plan Analysis During Quarterly Plan Reviews
Reviews Value Score Card
Coordinates Plan Changes with IAA and Members

Customized Medical Identification Cards with Enrollee's Name Imprinted:

Yes

Initial Order: **No Charge**
Future Orders: **2.25/card**

Pharmacy Benefit Manager Pays IAA\$2.50/Script Service Fee

Yes

Large Case Management and MaterniCare Services per case basis. (These fees are not eligible expenses of the Excess-loss Contract)

Yes

MaterniCare \$ **450.00**

Run-In Claims Administration assuming receipt of Claim Reports from TPA:

No

LCM/Hour \$ **145.00**

COBRA Services: IAA retains 2% surcharge on COBRA Rates.

Yes

\$10.50 **Claim**

Annual Compliance Fee (Covers cost of Form 5500, CMS Data Feed, Plan Amendments and System Changes, Preparation of Member Communications)

Yes

\$0

Conditions and Limitations

An Actively-At-Work provision for employees and non-institutional confinement provision for dependents shall apply to all persons to be covered as of the effective date for the stop-loss coverage subject to HIPAA regulations.

In addition, prior to binding coverage, the carrier Disclosure Statement must be completed. We will require updated information on any covered person where a.) medical expenses are expected to reach or exceed 50% of the Specific Deductible and/or b.) any person to be covered known to have any of the following conditions: AIDS, ARC, Cancer, Leukemia, severe cardiovascular disease, any severe disorder of a major organ system, severe burns or trauma, any form of paralysis, premature infancy; or is a potential organ transplant candidate. Please provide the diagnosis, prognosis, paid and /or reported claims for these individuals.

Final acceptance of the case is subject to the approval of:

Standard Security

Final acceptance of case will be based on data supplied as of the effective date of coverage. All rates and factors are contingent upon final Plan and enrollment.

The Terms of this offer are tentative and subject to change based on receipt and review of the following:

☒ Individual Medical Questionnaires To Be Completed:

Yes

☒ Verified employee enrollment for the following Period:

Beginning: **May-15** Ending: **May-16**

☒ Current complete benefit booklet of Summary Plan Description

☒ A final signed Plan Document for the coverage period. We must review and approve all Plan Documents to verify that benefits correspond with those assumed when we prepared our quote. Any changes in benefits could result in changes to

☒ Current Premium Statement

☒ Large or Shock Loss Claim details for claims in excess of : **\$25,000**

☒ Any ongoing information regarding claims projected to exceed: **\$25,000**

☒ Individual or Group Risk Questionnaire may be required by Underwriter

☒ If average claims cost for the last two months of the Plan Year is greater than 20% of the prior Ten month average, then Aggregate Factors could be adjusted.

Stop-loss Contract Options

The proposed contract period is:

May-16

TO

May-17

- 12/12.** Incurred and Paid Contract: Claims covered by the Excess-loss Contract must be Incurred, Paid (Funded) in the contract year in order to be eligible for reimbursement.
- 12/15.** Twelve-Fifteen, Incurred and Paid Contract: Claims covered by the Excess-loss Contract must be Incurred in the 12 month Plan year and Paid (Funded) in the contract year plus 3 months in order to be eligible for reimbursement.
- 15/12.** Fifteen-Twelve, Incurred and Paid Contract: Claims covered by the Excess-loss contract must be incurred within 3 months of the Effective Date and Paid (Funded) in the 12 month contract year in order to be eligible for reimbursement. Many times a claim dollar "run-in" limit is included with this contract.
- Paid** Claims covered by the Excess-loss contract must be Paid (Funded) in the 12 month plan year. The "Incurred Date" is generally not an issue with this contract.
- Incurred** Claims Incurred in the Contract Year are generally eligible for reimbursement regardless of their Paid Date.

The term "Funded" normally means check or ACH transfer must have cleared the claim accounts servicing bank.

Excess-Loss Riders

Terminal Liability

The Terminal Liability Rider provides the Excess-loss Insured the opportunity to provide run-out aggregate coverage in the event the Plan is terminated and the employer returns to a Fully Insured Benefit Package.

Aggregate Accommodation

This rider provides the Plan with year to date aggregate maximums. Plans utilizing this feature must fully fund the contract aggregate each month.

Please carefully review your final Excess-loss contract to be sure it provides your Plan with the coverage you require.

Funding Flexibility

Monthly Budget: IAA will create a monthly invoice including Fixed Cost and Estimated or Maximum Claim Liability

Weekly ACH: IAA will ACH Funds based on weekly e-mailed claim check registers.

Please Review The Following

This Proposal is not an offer for coverage and shall not be binding to either IAA, affiliates, agents, or any insurance carrier.

No coverage shall be binding on the carrier until such time as written confirmation is received by our office from the carrier. **Quote expires 45 days from proposal date.**

Neither IAA nor any carrier shall be bound by any typographical errors contained herein. After discovery of such errors, equitable adjustments will be made.

RESOLUTION # 16-27

RESOLUTION AUTHORIZING A

ALL HAZARD EMERGENCY PREPAREDNESS AND RESPONSE PLAN

HOUSING AUTHORITY OF GLOUCESTER COUNTY

WHEREAS, the Housing Authority of Gloucester County (HAGC) has been working with the Gloucester County Office of Emergency Management; and

WHEREAS, the Housing Authority of Gloucester County is desirous of having in place an All Hazard Emergency Preparedness and Response Plan; and

WHEREAS, the HAGC is eager to have such a plan to protect and enhance the quality of life, as well as the safety of our tenants; and

WHEREAS, the HAGC Commissioners have reviewed the Plan and determined it to be adopted and put in place; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the All Hazard Emergency Preparedness and Response Plan , attached hereto and hereby approved; and

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23th day of March, 2016

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATED: MARCH 23RD, 2016



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I. STATEMENT OF APPROVAL AND AUTHORITY DELEGATION

The purpose of this document is to provide an emergency preparedness and response plan that guides the staff of the Housing Authority of Gloucester County to respond to, mitigate the effects of, and recover from emergencies and disasters in the timeliest manner possible.

The following individuals attest that they have participated in the formulation of this document and approve the contents.

William W. Bain Jr., Chairman

(Signature)_____

(Date)_____

Kimberly Gober, Executive Director

(Signature)_____

(Date)_____

Paul Letizia, Facilities Manager

(Signature)_____

(Date)_____

The most recent effective date of this document is ____/____/____. The next review of this document is (30) Thirty Days after an emergency or (12) Twelve months from the above effective date, whichever occurs first.

Resolution Date: _____

Resolution Number: _____

II. DISTRIBUTION LIST

Housing Authority of Gloucester County

William W. Bain Jr., Chairman

Kimberly Gober, H.A.G.C. Executive Director

Paul Letizia, H.A.G.C. Facilities Manager

Dave Corliss, Superintendent Deptford Park Apartments & Nancy J. Elkins Seniors Housing

Bill Flinn, Superintendent Colonial Park Apartments

Ed Mortimer, Superintendent Shepherd's Farm Senior Housing

Rob Scafidi, Superintendent Carino Park Apartments

Madeline Vazquez, Site Manager Glassboro Housing Authority

Gloucester County Office of Emergency Management

Tom Butts, Gloucester County O.E.M. Coordinator

Ed Johnson, Gloucester County Fire Marshall

Emergency Management Local Coordinators

Donald Banks, Deptford Township

John Leech, City of Woodbury

Joseph Gill, West Deptford Township

John McKeown, Monroe Township

Jack Manning, The Borough of Glassboro

III. INTRODUCTION

The Housing Authority of Gloucester County was formed in 1972 and successfully provides quality affordable housing opportunities to those not served adequately by private organizations. The administrative offices are located in the Nancy J. Elkis Senior Housing building, located at 100 Pop Moylan Boulevard Deptford, N.J. 08096.

The Housing Authority of Gloucester County provides affordable housing to approximately 2800 families in the County of Gloucester, N.J. The administrative offices are staffed between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. All elevator complexes are staffed twenty four hours a day, with a Security Guard during non-business hours.

The Housing Authority of Gloucester County owns and/or manages the following properties for the purpose of this response plan.

Deptford Park Apartments

120 Pop Moylan Boulevard, Deptford, N.J. 08096

100 unit elevator complex for the elderly and near-elderly disabled

Carino Park Apartments

100 Chestnut Street, Williamstown, N.J. 08094

100 unit elevator complex for the elderly and near-elderly disabled

Colonial Park Apartments

401 South Evergreen Avenue Woodbury, N.J. 08096

200 unit elevator complex for the elderly

Nancy J. Elkis Seniors Housing

100 Pop Moylan Boulevard, Deptford, N.J, 08096

80 elevator operated units for 55 years old and older

Shepherd's Farm Senior Housing

980 Grove Road, West Deptford, N.J. 08086

75 elevator operated units for 62 years old and older

Delsea Manor

181 Delsea Manor Drive, Glassboro, N.J. 08028

40 Senior/Elderly units

Summit Park Apartments

Grillo/Williams Street (Intersection) Glassboro, N.J. 08028

40 Senior/Elderly units

Whitney Gardens Apartments-B

40 Williams Street Glassboro, N.J. 08028

24 Senior/Elderly units

204-1 Scatter Site Homes

Sixty Two (62) single family homes throughout the County of Gloucester.

EHO

Thirteen (13) single family homes throughout the County of Gloucester.

IV. PURPOSE

The purpose of this All Hazards Emergency Preparedness and Response Plan is to outline the emergency procedures that are to be used in times of emergency. The procedures are intended to protect life and property through the efficient use of Housing Authority of Gloucester County resources. For the purposes of this plan, an emergency is any unplanned event that can cause damage or injury and disrupt or shut down Housing Authority of Gloucester County (H.A.G.C.) operations.

The staff of the H.A.G.C. will play a crucial role in any emergency that takes place on the properties that are owned or managed by H.A.G.C. In larger scale events, H.A.G.C. will rely on assistance from Emergency Services, Local Police, Fire and EMS units who will be the first responders to any serious event.

The All Hazard Emergency Preparedness and Response Plan identifies the physical layouts of all the facilities that are owned or managed by H.A.G.C. The Response component of the Plan provides a Vulnerability Analysis for the individual properties.

The Emergency Plan will identify the H.A.G.C “Chain of Command” during the response and recovery phase of an emergency. The Emergency Plan is referenced when there is an emergency situation that affects H.A.G.C and will be reviewed every 12 months or (30) days following an event.

The Executive Director or his/her designee will ensure that there is an internal evaluation conducted by H.A.G.C. following an emergency on any property identified in this plan. The goal of the evaluation is to identify changes that need to be made to the plan.

An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. The succession of events in an emergency is not predictable. Operational Plans will serve only as a guide and checklist for H.A.G.C. staff. The

response to an emergency may require modification during the event to meet the requirements of the emergency.

V. OVERVIEW OF EMERGENCY MANAGEMENT CONCEPTS

A. Emergency Management Phases

There are four basic phases of emergency/disaster management.

- 1) **Mitigation-** Activities and actions which aim to avoid or lessen the impact of a disaster, for example not building public housing facilities in flood zones. Risk management-the process for measuring or assessing risk and developing strategies to manage it-is an essential aspect of mitigation.
- 2) **Preparedness-** Actions taken in advance of an emergency to prepare the organization for a disaster. Preparedness includes activities such as plan development and exercises, acquisition of resources and training.
- 3) **Response-** Action to address the immediate and short term effects of an emergency or disaster in progress. Response includes immediate actions to save lives, protect property and to meet basic human needs.
- 4) **Recovery-** Activities that occur after the disaster has subsided, that are designed to help an organization and community return to a pre-disaster level of function.

B. FACILITY INCIDENT COMMAND SYSTEM

In the event of an emergency, traditional roles may be expanded or shifted to provide for an effective and coordinated response by the H.A.G.C. The degree and location of the emergency will determine the H.A.G.C. specific response.

The direct onsite operational control of any major emergency or disaster response is the responsibility of the H.A.G.C. **INCIDENT COMMANDER**. The Incident Commander organizes and directs the facilities emergency operations. The AHO Director or designee will act as Incident Commander.

The H.A.G.C. Incident Commander provides all direction to available H.A.G.C. staff during the response phase to any emergency. The decision to evacuate or shelter in place rests with the Incident Commander.

Depending on the magnitude of the emergency the local emergency response services may be involved in the **response** phase of the emergency. Whenever, Police, Fire or E.M.S. respond to an H.A.G.C. property the H.A.G.C. Incident Commander will meet with emergency service personnel to coordinate the response.

The first H.A.G.C. staff member who becomes aware of an emergency on H.A.G.C. property will ensure that a telephone call is made to E-9-1-1. The telephone caller shall provide all available information known about the emergency to the E-9-1-1 Operator.

In the event of an emergency effecting the authority reaches proportions that cannot be handled by routine measures, the Executive Director and A.H.O. Director or designee will be immediately notified.

The H.A.G.C. employee on site will make notifications to their immediate supervisor and remain on scene until relieved by an H.A.G.C. employee with supervisory authority. Follow the steps in the Rapid Response Guide if you recognize a potential or actual emergency that may threaten or impact:

- **The health and safety of occupants (including residents, staff, and visitors)**
- **The ability for H.A.G.C. to provide housing**
- **The environment or property**

C. RAPID RESPONSE GUIDE

STEP 1	Protect yourself and those in the immediate area from harm. If appropriate, call 9-1-1 for emergency response
STEP 2	Take a deep breath and assess the situation. Gather basic facts: <ul style="list-style-type: none">• Type of incident, including specific hazard/agent,• Location of incident,• Number and types of injuries, and• What you have done so far.
STEP 3	Contact your immediate supervisor to report the incident and get further instructions. If you are unable to contact your supervisor, activate the Incident Command Structure and the Emergency Operations Plan (EOP)
STEP 4	Notify additional authorities if appropriate
STEP 5	Follow facility procedure for documenting actions, incident reporting, taking photographs, gathering evidence and statements.

D. H.A.G.C. CRITICAL CONTACT LIST

TITLE	NAME
EXECUTIVE DIRECTOR	KIMBERLY GOBER
FACILITIES MANAGER	PAUL LETIZIA
SUPERINTENDENT Deptford Park / Nancy J. Elks Seniors Housing	DAVE CORLISS
SUPERINTENDENT Colonial Park Apartments	BILL FLINN
SUPERINTENDENT Shepherd's Farm Senior Housing	EDWARD MORTIMER
SUPERINTENDENT Carino Park Apartments	ROBERT SCAFIDE
SITE MANAGER Glassboro Housing Authority	MADELYN VASQUEZ

Section E. contains a profile of each facility covered by this plan. Components of the profile shall be updated by Board Resolution pertaining to the award of specific contracts and shall not require a separate resolution for this plan. It will also be updated for personnel changes without board resolution.

E. FACILITY PROFILE

Facility Name	DEPTFORD PARK APARTMENTS
Facility Address	120 POP MOYLAN BLVD. DEPTFORD NJ 08096
Facility Longitude and Latitude Coordinates	LONGITUDE: -75.1 LATITUDE: 39.83
Facility Telephone #	856-848-2882
Facility Web Address	WWW.HAGC.ORG
Emergency Contact Person	AHO Director or Designee
Building Superintendent	DAVE CORLISS
Emergency Vendors & Contractors	Attachment HAGC Vendor-1
# of UNITS	100
Average # of Staff – Days	10
Average # of Staff – Nights	1
Emergency Power Generator Type	JOHN DEERE 6 CYL
Emergency Power Generator Fuel	DIESEL
Primary Evacuation Area	Nancy J. Elks Senior Housing
Alternate Evacuation Area	North Corner Parking Lot Rite Aid / Walmart
Primary Short Term Shelter	Nancy J. Elks Senior Housing
Housing Facility within 10 miles	Residence Inn, 1154 Hurville Rd Deptford NJ 08096
Housing Facility beyond 25 miles	Hampton Inn 5000 Crawford Pl, Mt Laurel, NJ 08054
Primary Ambulance Transportation	Accucare Transportation 1075 Broadway, Westville, NJ 08093 (856) 384-4715
Alternate Ambulance Transportation	GEM Ambulance 5865 Clayton Ave, Pennsauken Township, NJ 08109 (856) 665-2978
Primary Bus Transportation	Department of Human Services Division of Transportation Services 115 Budd Blvd. West Deptford, NJ 08096 (856)686-8359
Alternate Bus Transportation	Holcumb Bus Service 11 Karr Dr, Bellmawr, NJ 08031 (856)931-3632

- **H.A.G.C. has Verbal Agreements with all listed Housing Facilities and Transportation Services.**

Facility Name	Nancy J. Elkins Senior Housing
Facility Address	100 POP MOYLAN BLVD. DEPTFORD NJ 08096
Facility Longitude and Latitude Coordinates	LONGITUDE: -75.12 LATITUDE: 39.82
Facility Telephone #	856-848-7720
Facility Web Address	WWW.HAGC.ORG
Emergency Contact Person	AHO Director or Designee
Building Superintendent	DAVE CORLISS
Emergency Vendor & Contractors	Attachment HAGC Vendor-1
# of UNITS	80
Average # of Staff – Days	38
Average # of Staff – Nights	1
Emergency Power Generator Type	JOHN DEERE 6 CYL
Emergency Power Generator Fuel	DIESEL
Primary Evacuation Area	Deptford Park Apartments
Alternate Evacuation Area	North Corner Parking Lot Rite Aid / Walmart
Primary Short Term Shelter	Deptford Park Apartments
Primary Ambulance Transportation	Accucare Transportation 1075 Broadway, Westville, NJ 08093 (856) 384-4715
Alternate Ambulance Transportation	GEM Ambulance 5865 Clayton Ave, Pennsauken Township, NJ 08109 (856) 665-2978
Primary Bus Transportation	Department of Human Services Division of Transportation Services 115 Budd Blvd. West Deptford, NJ 08096 (856)686-8359
Alternate Bus Transportation	Holcumb Bus Service 11 Karr Dr, Bellmawr, NJ 08031 (856)931-3632

- **H.A.G.C. has Verbal Agreements with all listed Housing Facilities and Transportation Services.**

Facility Name	Colonial Park Apartments
Facility Address	401 S. EVERGREEN AVE Woodbury, NJ 08096
Facility Longitude and Latitude Coordinates	LONGITUDE: -75.14 LATITUDE: 39.82
Facility Telephone #	856-845-3597
Facility Web Address	WWW.HAGC.ORG
Emergency Contact Person	AHO Director or Designee
Building Superintendent	BILL FLINN
Emergency Vendor and Contractors	Attachment HAGC Vendor-1
# of UNITS	200
Average # of Staff – Days	25
Average # of Staff – Nights	1
Emergency Power Generator Type	JOHN DEERE 6 CYL
Emergency Power Generator Fuel	DIESEL
Primary Evacuation Area Alternate Evacuation Area	Evergreen Shopping Center (South West Parking Lot) 429 S. Evergreen Ave Woodbury, NJ 08096 Excess Reinsurance Underwriters Parking Lot 307 S Evergreen Ave, Woodbury, NJ 08096
Primary Short Term Shelter	H.A.G.C.
Primary Ambulance Transportation	Accucare Transportation 1075 Broadway, Westville, NJ 08093 (856) 384-4715
Alternate Ambulance Transportation	GEM Ambulance 5865 Clayton Ave, Pennsauken Township, NJ 08109 (856) 665-2978
Primary Bus Transportation	Department of Human Services Division of Transportation Services 115 Budd Blvd. West Deptford, NJ 08096 (856)686-8359
Alternate Bus Transportation	Holcumb Bus Service 11 Karr Dr, Bellmawr, NJ 08031 (856)931-3632

- **H.A.G.C. has Verbal Agreements with all listed Housing Facilities and Transportation Services.**

Facility Name	SHEPHERD'S FARM
Facility Address	981 Grove St West Deptford NJ 08096
Facility Longitude and Latitude Coordinates	LONGITUDE: -75.09 LATITUDE: 39.832
Facility Telephone #	(856)848-3597
Facility Web Address	WWW.HAGC.ORG
Emergency Contact Person	AHO Director or Designee
Building Superintendent	ED MORTIMER
Emergency Vendor and Contractors	Attachment HAGC Vendor-1
# of UNITS	75
Average # of Staff – Days	2
Average # of Staff – Nights	1
Emergency Power Generator Type	NATURAL GAS
Primary Evacuation Area Alternate Evacuation Area	SOUTH WEST PARKING LOT GRASS Journal of Refractive Surgery Parking Lot 6900 Grove Rd West Deptford, NJ 08086 (Across From Shepherd's Farm)
Primary Short Term Shelter	H.A.G.C.
Primary Ambulance Transportation	Accucare Transportation 1075 Broadway, Westville, NJ 08093 (856) 384-4715
Secondary Ambulance Transportation	GEM Ambulance 5865 Clayton Ave, Pennsauken Township, NJ 08109 (856) 665-2978
Primary Bus Transportation	Department of Human Services Division of Transportation Services 115 Budd Blvd. West Deptford, NJ 08096 (856)686-8359
Alternate Bus Transportation	Holcumb Bus Service 11 Karr Dr, Bellmawr, NJ 08031 (856)931-3632

- **H.A.G.C. has Verbal Agreements with all listed Housing Facilities and Transportation Services.**

Facility Name	Carino Park Apartments
Facility Address	100 Chestnut St
Facility Longitude and Latitude Coordinates	LONGITUDE: -74.98 LATITUDE: 39.68
Facility Telephone #	856-728-4156
Facility Web Address	WWW.HAGC.ORG
Emergency Contact Person	AHO Director or Designee
Building Superintendent	Rob Scafide
Emergency Vendor and Contractors	Attachment HAGC Vendor-1
# of UNITS	100
Average # of Staff – Days	2
Average # of Staff – Nights	1
Emergency Power Generator Type	JOHN DEERE 6 CYL
Emergency Power Generator Fuel	DIESEL
Primary Evacuation Area	Monroe Twp Police Station
Alternate Evacuation Area	Monroe Twp Fire Station
Primary Short Term Shelter	H.A.G.C.
Primary Ambulance Transportation	Accucare Transportation 1075 Broadway, Westville, NJ 08093 (856) 384-4715
Secondary Ambulance Transportation	GEM Ambulance 5865 Clayton Ave, Pennsauken Township, NJ 08109 (856) 665-2978
Primary Bus Transportation	Department of Human Services Division of Transportation Services 115 Budd Blvd. West Deptford, NJ 08096 (856)686-8359
Alternate Bus Transportation	Holcumb Bus Service 11 Karr Dr, Bellmawr, NJ 08031 (856)931-3632

- **H.A.G.C. has Verbal Agreements with all listed Housing Facilities and Transportation Services.**

Facility Name	GHA Delsea Manor
Facility Address	141 Delsea Manor Drive Glassboro NJ
Facility Longitude and Latitude Coordinates	LONGITUDE: -75.107 LATITUDE: 39.699
Facility Telephone #	856-881-5211
Facility Web Address	WWW.GLASSBOROHOUSING.ORG
Emergency Contact Person	AHO Director or Designee
Property Manager	Madeline Vasquez
Emergency Vendor and Contractors	Attachment HAGC Vendor-1
# of UNITS	40
Average # of Staff – Days	4*
Average # of Staff – Nights	0
Emergency Power Generator Type	None
Emergency Power Generator Fuel	None
Primary Evacuation Area	GHA Community Room
Alternate Evacuation Area	College Town Shopping Center Parking Lot
Primary Short Term Shelter	H.A.G.C.
Primary Ambulance Transportation	Accucare Transportation 1075 Broadway, Westville, NJ 08093 (856) 384-4715
Secondary Ambulance Transportation	GEM Ambulance 5865 Clayton Ave, Pennsauken Township, NJ 08109 (856) 665-2978
Primary Bus Transportation	Department of Human Services Division of Transportation Services 115 Budd Blvd. West Deptford, NJ 08096 (856)686-8359
Alternate Bus Transportation	Holcumb Bus Service 11 Karr Dr, Bellmawr, NJ 08031 (856)931-3632

- H.A.G.C. has Verbal Agreements with all listed Housing Facilities and Transportation Services.

- *Total For Glassboro Housing Authority

Facility Name	GHA Summit Park
Facility Address	Grillo & Williams St Glassboro NJ
Facility Longitude and Latitude Coordinates	LONGITUDE: -75.106 LATITUDE: 39.70
Facility Telephone #	856-881-5211
Facility Web Address	WWW.GLASSBOROHOUSING.ORG
Emergency Contact Person	AHO Director or Designee
Property Manager	Madeline Vasquez
Emergency Vendor and Contractors	Attachment HAGC Vendor-1
# of UNITS	40
Average # of Staff – Days	4*
Average # of Staff – Nights	0
Emergency Power Generator Type	None
Emergency Power Generator Fuel	None
Primary Evacuation Area	Whitney Gardens
Primary Short Term Shelter	H.A.G.C.
Primary Ambulance Transportation	Accucare Transportation 1075 Broadway, Westville, NJ 08093 (856) 384-4715
Secondary Ambulance Transportation	GEM Ambulance 5865 Clayton Ave, Pennsauken Township, NJ 08109 (856) 665-2978
Primary Bus Transportation	Department of Human Services Division of Transportation Services 115 Budd Blvd. West Deptford, NJ 08096 (856)686-8359
Alternate Bus Transportation	Holcumb Bus Service 11 Karr Dr, Bellmawr, NJ 08031 (856)931-3632

- **H.A.G.C. has Verbal Agreements with all listed Housing Facilities and Transportation Services.**

- ***Total For Glassboro Housing Authority**

Facility Name	GHA Whitney Gardens
Facility Address	40 Williams Street Glassboro, NJ
Facility Longitude and Latitude Coordinates	LONGITUDE: -75.106 LATITUDE: 39.70
Facility Telephone #	856-881-5211
Facility Web Address	WWW.GLASSBOROHOUSING.ORG
Emergency Contact Person	AHO Director or Designee
Property Manager	Madeline Vasquez
Emergency Vendor and Contractors	Attachment HAGC Vendor-1
# of UNITS	24
Average # of Staff – Days	4*
Average # of Staff – Nights	0
Emergency Power Generator Type	None
Emergency Power Generator Fuel	None
Primary Evacuation Area	GHA Community Room
Primary Short Term Shelter	H.A.G.C.
Primary Ambulance Transportation	Accucare Transportation 1075 Broadway, Westville, NJ 08093 (856) 384-4715
Secondary Ambulance Transportation	GEM Ambulance 5865 Clayton Ave, Pennsauken Township, NJ 08109 (856) 665-2978
Primary Bus Transportation	Department of Human Services Division of Transportation Services 115 Budd Blvd. West Deptford, NJ 08096 (856)686-8359
Alternate Bus Transportation	Holcumb Bus Service 11 Karr Dr, Bellmawr, NJ 08031 (856)931-3632

- **H.A.G.C. has Verbal Agreements with all listed Housing Facilities and Transportation Services.**

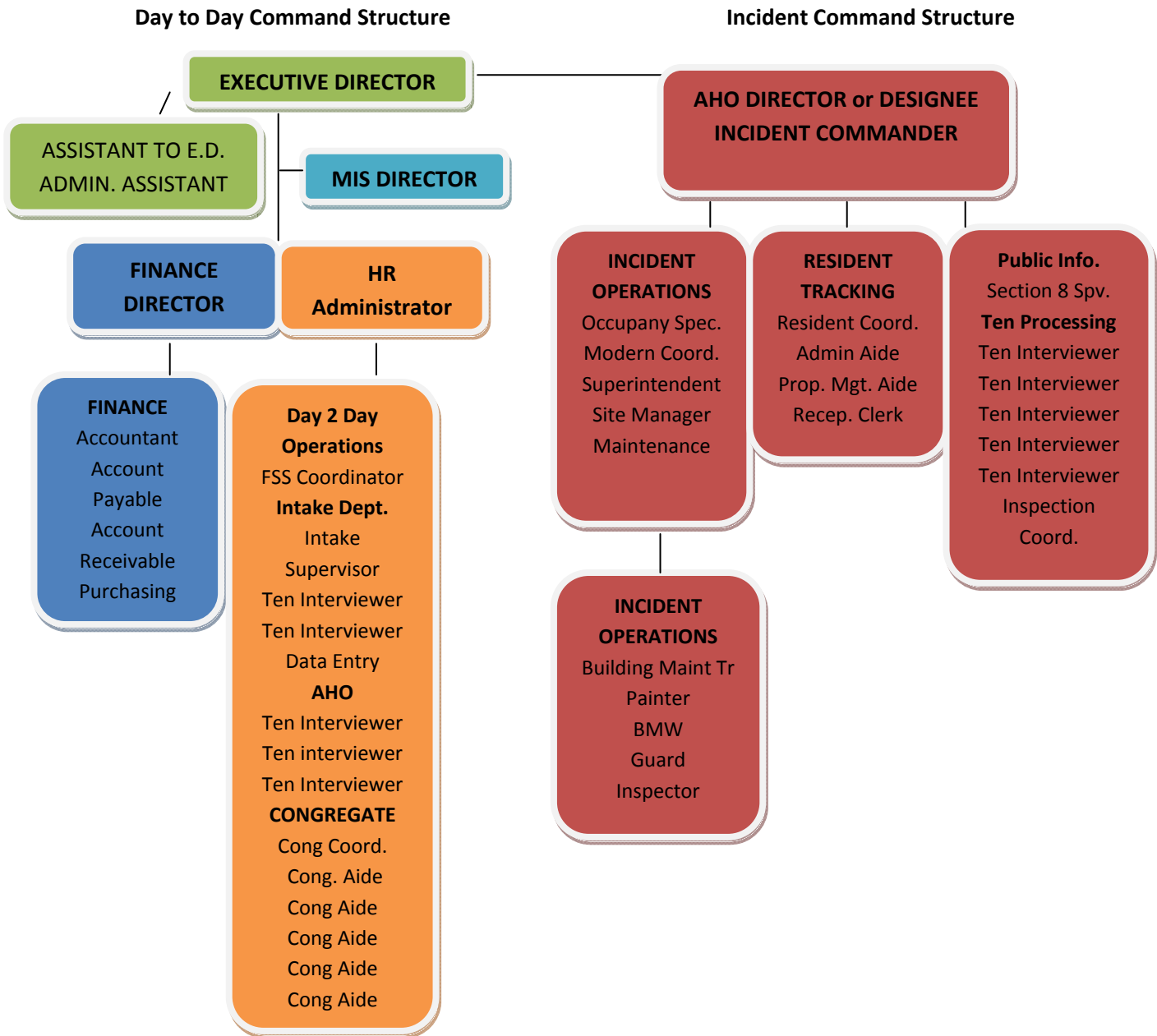
- ***Total For Glassboro Housing Authority**

F. EMERGENCY CONTACTS

Type	Telephone #
Police	911
Fire	911
OEM Township	Deptford 856-812-1285 Woodbury 856-472-1379 West Deptford 856-845-2300 Williamstown 856-728-9800 Glassboro 856-881-1501
OEM County	856-307-7100
EMS Township	911
EMS County	911
Primary Ambulance	ACCUCARE 856-384-4715
Alternate Ambulance	GEM 856-665-2978
Primary Bus Company	D.H.S. 856-686-8359
Alternate Bus Company	Holcumb 856-931-3632
PSE&G Emergency	800-880-7734
Atlantic City Electric	800-642-3780
S.J. Gas	856-881-7000
Verizon	800-567-6789
Comcast	800-391-3000
NJ Drought Hotline	609-633-0560
Emergency Food Supply	800-792-9773
American Red Cross	800-733-2767
EMPLOYEE RECALL LIST	HR DEPARTMENT
EMERGENCY VENDOR and CONTRACTORS	Attachment HAGC Vendor-1

G. INCIDENT COMMAND STRUCTURE

In the case of a major emergency or disaster the H.A.G.C. will implement the “Chain of Command” outlined in the following **Chain of Command (H.A.G.C. Day to Day Operations & Incident Command Structure) for an Emergency.**



H. H.A.G.C. COMMAND CENTER

The H.A.G.C. Command Center is a physical location that is predetermined where the response to a particular emergency is directed from. The Command Center is typically located at or in the immediate vicinity of the incident and is the location where all the decision makers are located during the response phase of an emergency.

It is extremely important that the H.A.G.C.'s response to any emergency be coordinated. The Command Center facilitates this coordination because the H.A.G.C.'s decision makers are located in one place during the response to the emergency.

This plan will identify a primary and secondary Command Center for each of the H.A.G.C. properties within the plan. The primary Command Center will be the location where necessary staff should assemble. If it is determined that the primary Command Center location is not safe due to the particular emergency, the staff should assemble at the alternate location.

Nancy J. Elkins Seniors Housing

Primary: Administrative Board Room

Alternate: Deptford Park Community Room

Deptford Park Apartments

Primary: A.H.O. Staff Offices

Alternate: N.J.E.S.H. Administrative Board Room

2nd Alternate: N.J.E.S.H. Community Room

Colonial Park Apartments

Primary: Administrative Offices

Alternate: Martin's Shopping Plaza Parking Lot

Shepherd's Farm

Primary: Superintendent's Office

Alternate: South West Grass Island

Carino Park Apartments

Primary: Superintendent's Office

Alternate: Monroe Twp Police Station

Delsea Manor Apartments

Primary: Site Manager's Office

Alternate: North East Parking Lot of WAWA

Whitney Gardens

Primary: Whitney Gardens Administrative Office

Alternate: Summit Park Building # 7 Community Room

Summit Park

Primary: Whitney Gardens Administrative Office

Alternate: Summit Park Building # 1 Community Room

VI. RESPONSIBILITIES

A. Maintaining the Plan

The Response Plan must be reviewed every twelve months following the **effective date**, as identified on the Statement of Approval and Authority Delegation page of this plan.

The Response Plan must also be reviewed within (30) thirty days following an event on any owned and/or managed H.A.G.C. property. The purpose of the review is to ensure that the plan is kept current and that any needed changes to the plan are made. It is the responsibility of the **AHO Director or Designee** to ensure that the plan is maintained in accordance with the above procedure.

B. Maintaining the Emergency Notification List

The Emergency Notification List will be utilized by the Administrative Staff when there is an emergency on H.A.G.C. property. The list will contain up to date contact information on every H.A.G.C. employee. The list will be maintained by the **Human Resources Administrator and the Administrative Assistant**.

C. Briefing Employees on the plan and their role during emergencies

All employees will receive annual training on the Response Plan. It is the responsibility of the **Human Resources Department** to ensure that employees are trained in the Response Plan.

D. Public Information

In the event that an emergency on H.A.G.C. owned and / or managed property results in injury or death H.A.G.C. employees are not permitted to release any information to outside agencies or to members of the H.A.G.C. staff. Information concerning the event will only be released by the Chairman or his/her designee. During times of emergency or immediately following an emergency information received is often incomplete. The H.A.G.C. will take all reasonable and appropriate measures to ensure that any information released to the public is accurate and as complete as possible.

It shall be the policy of the H.A.G.C. that all information released to the press be released by the Chairman or his/her designee in all matters that relate to the operation of the Authority.

In the event of an emergency, H.A.G.C. may be contacted by family members of the residents seeking information on well being and location. The Section 8 Supervisor will coordinate a team (outlined in the Chain of Command) to answer family inquiries when appropriate.

E. Expenditures during an emergency:

The H.A.G.C. Finance Director, under the direction of the Executive Director, or his/her designee, is responsible for records, reports and expenditures during an emergency. The Finance Director shall ensure that whenever possible the Authority has **Memorandums of Understanding** in place with vendors that may be required in the **recovery phase** of an emergency.

The Finance Director will ensure that the H.A.G.C. maintains a current list of all active vendors who would be available in the event of an emergency.

H.A.G.C. currently has no Memorandums of Understanding

F. Verbal Understanding with organizations, government agencies, and private organizations for emergency assistance

The H.A.G.C. under the direction of the Finance Director will establish and maintain a list of vendors that may be used by the Authority in the *response phase* of an emergency.

The emergency vendor and contractors list can be found in Attachment

HAGC VENDOR-1.

VII. SPECIAL NEEDS LIST

The H.A.G.C. owns and/or manages approximately 700 residential units. Of the approximately 700 residential units, 555 residential units are located in buildings that are serviced by elevators.

Many of the tenants residing in owned and managed H.A.G.C. properties are elderly or disabled. Some of the Tenants suffer from physical disabilities and require special assistance from emergency responders during an emergency. The Authority maintains a list of all Tenants who have self reported physical limitations. The list is maintained as a **CONFIDENTIAL DOCUMENT for use only during times of emergency.**

The information contained on the list will be supplied to the Police, Fire, and E.M.S. if requested during an emergency. The Authority will ensure that the Special Needs List is routinely updated.

A Sample copy of the Special Needs List is identified in Attachment HAGC SN-1

A Sample copy of the Self Reporting Form is identified in Attachment HAGC SN-2

The Special Needs Registry will be provided and or available to the following individuals within the H.A.G.C.

- 1) Executive Director
- 2) AHO Director or Designee
- 3) Congregate Coordinator
- 4) Building Superintendent's and Site Manager
- 5) Security Guard's assigned to Deptford Park, Nancy J. Elkins Seniors Housing, Shepherd's Farm, Colonial Park and Carino Park.

A copy of the Special Needs Registry will also be maintained in a secure location that is immediately accessible by the on-duty guard at elevator buildings. The sample list will also be attached to the Emergency Response Plan as an **attachment HAGC SN-1**

The Special Needs List that is maintained in the secured guard office will be limited to the Tenant's name and unit number.

Tenants will be given the option of having a small red reflector attached to the lower left corner of their entry door. The presence of the red reflector will help emergency personnel and H.A.G.C. staff to identify the tenants that require special assistance during an emergency in the event the building is evacuated.

A schematic is attached HAGC SPN-3.

VIII. COMMUNICATIONS DURING AN EMERGENCY

During an emergency, communication is especially critical. An emergency disaster demands an efficient communication system and coordination among first responders. There is the possibility that traditional communication infrastructures such as landline or cellular networks will be damaged and not available to H.A.G.C. staff.

During an emergency the Authority has the following capabilities for communication:

- 1) H.A.G.C. office telephone system.
- 2) H.A.G.C. office e-mail system.
- 3) H.A.G.C. issued cellular telephones.
- 4) Emergency Communication Kit

The Emergency Communication Kit consists of 10 UNIDEN GMR5089-2CKHS radios in a watertight protective case. The kit is maintained by the A.H.O. Director or his/her designee and will be stored in the office of the A.H.O. Director. The radios will be issued by the A.H.O. Director or his/her designee to Authority employees involved in the response and recovery to an emergency. The radios have a limited range and will not provide communication between H.A.G.C. properties. They are effective for communication when personnel are involved in response activities at the same location.

UNIDEN GMR5089-2CKHS Operation Instructions Attachment RD-1

UNIDEN GMR5089-2CKHS Operation Diagram Attachment RD-2

Our communication plan supports *rapid* and *accurate* communication both internally and externally. Relative to internal communications, the facility maintains a contact list of all staff, including telephone numbers and email addresses (if available). This contact information may be used whenever it is necessary to notify staff of a threat or emergency that may impact or involve them.

Once an incident is recognized that may require activation of the Response Plan, the person who first recognizes the incident should immediately notify their supervisor or the senior manager on site.

It is also important to communicate with relevant external partners to:

- 1) gather information relevant to the incident
- 2) share information regarding the facility's status, activities and needs.

H.A.G.C. will report incidents as required to jurisdictional authorities, e.g., report a fire to the local fire department.

***There is no provision for communication when there is no available cellular coverage in the area due to a widespread disaster.**

A. Resident and Family Communication – Our facility provides information to all residents and family members regarding our EOP as part of our orientation and on-going communications. In the event of an emergency, family members may be notified and briefed on the status of the facility and the condition of their loved one as soon as it is feasible to do so. In case of an emergent situation, where time and conditions do not allow us to communicate with our resident's families in a timely manner, we may utilize the Ombudsman, the Department of Public Health staff, the American Red Cross, our website, and other methods as available to provide a phone number to families where they can call and obtain information on the status and location of their resident.

B. Weather Notification

A National Weather Service (NWS) WATCH is a message indicating that conditions favor the occurrence of a certain type of hazardous weather. For example, a severe thunderstorm watch means that a severe thunderstorm is expected in the next six hours or so within an area approximately 120 to 150 miles wide and 300 to 400 miles long (36,000 to 60,000 square miles). The NWS Storm Prediction Center issues such watches. Local NWS forecast offices issue other watches (flash flood, winter weather, etc.) 12 to 36 hours in advance of a possible hazardous-weather or flooding event. Each local forecast office usually covers a state or a portion of a state.

An NWS WARNING indicates that a hazardous event is occurring or is imminent in about 30 minutes to an hour. Local NWS forecast offices issue warnings on a county-by-county basis.

Many more WATCHES are issued than WARNINGS. A WATCH is the first sign a flood may occur, and when one is issued, you should be aware of potential flood hazards.

IX. EVACUATIONS

Most emergencies that call for evacuation of residents can be handled by temporarily relocating residents to another section of the building. In severe emergencies it may be necessary to evacuate residents from a large portion of the building or in some cases the entire building.

The decision whether to evacuate and which Tenants will be evacuated will rest with the H.A.G.C. Incident Commander. The identity of the **Incident Commander** is identified in section V subsection B, of this Response Plan.

The Incident Commander shall base his/her decision to evacuate based on all the information available at the time. Whenever possible the Incident Commander shall consult with police and fire officials present at the scene of the emergency. All H.A.G.C. properties have a predetermined location where Tenants should assemble after they are evacuated. The location where the tenants and occupants of the building are to assemble, after an evacuation, are identified in this plan under the respective building section **EVAC-1**.

During emergencies, especially those that occur very suddenly and without warning, people will tend to escape danger in the most available route. This type of evacuation leaves people scattered outdoors and on their own. It is important that H.A.G.C. staff direct the individuals to the predetermined assembly points. This will enable a more orderly response to the emergency.

In the event Tenants are not permitted to enter a building for a prolonged period of time, H.A.G.C. staff will be required to make alternate accommodations. Initially, H.A.G.C. will rely on assistance from the Gloucester County Office of Emergency Management and The American Red Cross for shelters.

(Contact Information is outlined in the Resource s For Evacuation Transport & Alternate Housing)

Under no circumstance will H.A.G.C. staff and or residents reenter a building that has been evacuated until given permission by Emergency Responders.

*When the displacement is long term, the H.A.G.C. Residents Relations Coordinator will be responsible for requesting Red Cross Assistance for sheltering and securing long term lodging.

A. Transportation & Housing Resource List

RESOURCES FOR EVACUATION TRANSPORT & ALTERNATE FACILITIES	
Primary Transportation Gloucester County D.H.S. Division of Transportation 115 Budd Blvd West Deptford, NJ 08096 856-686-8350	Alternate Transportation Holcomb Bus Service 11 Karr Dr, Bellmawr, NJ 08031 (856) 931-3632
Primary Ambulance ACCUCARE Address: 1075 Broadway, Westville, NJ 08093 Phone:(856) 384-4715	Alternate Ambulance GEM AMBULANCE Address: 5865 Clayton Ave, Pennsauken Township, NJ 08109 Phone:(856) 665-2978
Alternate Facility 1 Residence Inn Address: 1154 Hurffville Rd, Deptford Township, NJ 08096 Phone:(856) 686-9188	
Alternate Facility 2 Hampton Inn Address: 5000 Crawford PL Mt. Laurel NJ 08054 Phone: (856) 608-9820	

B. SAMPLE RESIDENT EVACUATION TRACKING FORM

NOTE: After completion of form, please make THREE copies: ONE for sending facility, ONE for EMS, and ONE for receiving facility.

H.A.G.C. BUILDING: _____

Receiving Facility: _____

Resident Name: (PRINT) _____

Date of Birth: ____/____/____ Gender: Male Female

Apartment Number: _____

Method of Transport: Ambulatory / Bus / Family Member / Friend / Self

Emergency Contact: _____ Telephone # _____

Relationship: _____

Notified of Transfer: YES NO

Date transferred: _____ Time of departure: _____

Time of arrival at receiving facility: _____

COMMENTS:

X. SITUATION

It is possible for a major disaster to occur at anytime, the disaster could affect any number of the numerous buildings, offices, apartments, or scattered site homes owned and/ or managed by H.A.G.C.

Any incident, potential or actual, that will not seriously affect the overall functionality of the Authority can be handled through normal operating channels. Examples include minor chemical spills, most deaths/suicides, low- level acts of violence, sewer stoppages, short term power outages, and weather-related situations such as those that occur during winter storms.

However, the H.A.G.C. may suffer from an event that has the potential to impair or halt overall H.A.G.C. operations. In some cases, death of personnel and severe property damage may be sustained. Such major disasters require a coordinated response by all H.A.G.C. resources and outside emergency services. These situations include but are not limited to tornadoes, hurricanes, earthquakes, hazardous material incidents, fires and floods. In all cases of where there is the potential for major disruption to the H.A.G.C., the Incident Command Center will be activated, and the appropriate support and operational plans implemented.

Disasters very often impact the entire region, therefore, emergency services from the city, state and federal emergency services may not be immediately available or adequate. Therefore, H.A.G.C. must plan to respond to the emergency with all available resources. The Authority is at risk for various emergencies and/or hazards. The following Vulnerability List identifies the hazards that the H.A.G.C. may experience. The list is not all inclusive, but represents the most likely hazards based on the past history of this Authority and the physical location(s) of the properties that are covered within this plan.

A. Situation Index

INDEX OF VULNERABILITIES	See Page
FIRE	34-38
TORNADO	39
FLOODING	39-40
HURRICANE	41-42
EXTREME WEATHER – COLD	43
EXTREME WEATHER – HEAT	44-45
LOSS OF WATER / WATER RESTRICTIONS	46
EARTHQUAKE	47
VIOLENT CRIMINAL BEHAVIOR	48
BUILDING SECURITY	48-49
NATURAL GAS LEAK	50
BROKEN WATER MAIN	50
UTILITY FAILURE	51
BOMB THREAT	52-53

B. Fire

In all cases of fire the local emergency services must be notified immediately by calling 9-1-1.

H.A.G.C. staff are expected to know the location of fire extinguishers, fire exits and alarm system controls in the buildings that they are assigned or working . Staff should attempt to contain any fire whenever possible by shutting doors that will prevent the spread of the fire.

If a minor fire appears controllable, immediately telephone 9-1-1 prior to taking any action(s) to extinguish the fire. Then promptly direct the charge of the fire extinguisher towards the base of the fire. If you are not alone at the time the fire is discovered, have the other person make the emergency call while you attempt to extinguish the fire.

For large fires that do not appear controllable, H.A.G.C. staff should immediately telephone 9-1-1. The staff member should provide all available information to the 9-1-1 Dispatcher regarding the location and size of the fire. H.A.G.C. staff members will then activate the building's fire alarm system if so equipped by utilizing the "fire pull stations".

All available H.A.G.C. staff, whenever possible should assist residents to the nearest exit and alert others to do the same. Do not use elevators during a fire. The smoke from the fire is the greatest danger, so stay near the floor where the air is less toxic. H.A.G.C. staff members will make every attempt to have a member of the staff available to meet the first responders who arrive at H.A.G.C. property. **Evacuated tenants will assemble in accordance with the evacuation section of this policy as outlined in each of the respective building attachments EVAC-1.**

1. Fire Procedures

Copies of the building floor plan shall be posted in the following areas;

- 1) All office areas and bulletin board
- 2) Common areas including the midpoint and end of each hallway.

For each posted Building Floor Plan, the egress route specific to that area shall be drawn in red ink to clearly illustrate the route. The Building Superintendent or Site Manager is responsible for ensuring that the floor plans are posted and maintained in their respective buildings.

Building Superintendents and Site Managers shall ensure that all building fire suppression systems and firefighting equipment is maintained in accordance with existing protocol and inspected annually.

2. Fire Drills

Fire Drills are an important part of the fire safety procedures for many reasons. Not only do drills ensure that all staff, tenants and visitors understand fire protocol if there is a fire, but they also help test the effectiveness of the H.A.G.C. Evacuation Plan. Knowing how often to carry out a fire drill depends on the level of risk present in the H.A.G.C. owned and / or managed buildings.

The quality of the fire drill is essential to the **Preparedness Phase** of Emergency Management.

H.A.G.C. will conduct two fire drills annually in all of the elevator buildings.

The quality of the drill will depend largely on the participation of the tenants that live in the building. Whenever possible H.A.G.C. will use the monthly newsletter to educate the residents on fire safety and the importance of participating in fire drills. The Building Superintendent will be responsible for scheduling the two annual fire drills in his/her building. No drill will be conducted within five months of the prior drill.

The two annual drills will consist of the following;

- **One Planned fire drill.** The Tenants will be notified when the drill is scheduled by posting a notice in the building lobby and inside the elevators.
- **One Unplanned fire drill.** The Superintendent will activate the fire alarm without giving the Tenants prior notice of the drill.
- **Municipal and County emergency response entities will be notified of both drills in advance.**
- **Alarm monitoring company will be notified and system will be placed on test**

An unplanned evacuation made necessary by the unintended activation of a fire alarm or by any other emergency shall not be considered one of the two required annual fire drills.

3. Staff Responsibilities During Fire Drills

All H.A.G.C. staff working in the facility at the time of the fire drill will participate in the supervision of the Tenants in response to the fire drill. Whenever possible, the A.H.O. Director or his/her designee should be present at the building when the fire drill takes place.

The Building Superintendent shall maintain a Fire Drill Log which shall contain the following information;

- 1) The date of the drill.
- 2) The time of day.
- 3) The amount of time needed to evacuate the building.
- 4) Type of fire drill (planned or unplanned)
- 5) Overall comments regarding the effectiveness of the fire drill.

The Superintendent is required to enter all intentional and unintentional evacuations on the Fire Drill Log.

4. Fire Watch Procedures for all High Rise Buildings

The H.A.G.C. Board of Commissioners has adopted a Fire Watch Procedure for all owned and managed High Rise Buildings in consultation with the Gloucester County Fire Marshal's Office. In addition to this plan a copy of the procedure is to be maintained by the Building Superintendents in their respective Fire Inspection Book.

Scope: The guidelines shall be followed anytime a required fire alarm system, required fire sprinkler system, hot works permit or any other fire protection system is out of service. This guideline shall also be followed if a fire watch is required by the Gloucester County Fire Marshal's Office for any other reason.

Fire watch is defined in the New Jersey Uniform Fire Code as: A temporary measure to ensure continuous and systematic surveillance of a building, or portion thereof, by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

FIRE INSPECTION BOOK Attachment HAGC FW-2

Authority: OUT OF SERVICE FIRE PROTECTION SYSTEM: Where a fire protection system is out of service or an excessive number of accidental activations, the fire marshal's office is authorized to require the building superintendent, maintenance personnel or owner/manager to provide fire watch personnel until the system is diligently pursued for repair.

CONSTRUCTION, ALTERATION OR DEMOLITION OF A BUILDING: When alterations require modification of a portion of a fire protection system the remainder of the system shall be kept in service and a fire watch shall be established at the deficient areas. When it is necessary to shut down the entire system, a fire watch shall be kept on site until the system is returned to service.

HOT WORK PERMIT: A fire watch shall be provided during hot work activities and shall continue for a minimum of 30 minutes after the conclusion of the work. The fire code official or the responsible manager under the hot work program is authorized to extend the fire watch based on the hazards or

work being performed. A fire watch is not required when the hot work area has no fire hazards or combustible exposures.

Fire watch personnel shall have fire extinguisher equipment readily available and shall be trained in the use of such equipment. Individuals assigned to fire watch duty shall be responsible for extinguishing spot fires and communicating an alarm.

ROOFING OPERATIONS: A fire watch shall be conducted for at least one hour after the torches have been extinguished.

PROCEDURE:

Specific Duty Requirements:

1. Assigned personnel shall not be assigned to duties other than fire watch.
2. Assigned and adequate personnel shall patrol the area every 30 minutes where a required fire protection system is out-of-service or where required by the Fire Official due to a hazardous operation being conducted.
3. Assigned personnel shall maintain a log documenting fire watch activities.

The Fire Watch Log has been attached to this plan HAGC FW-1

4. Assigned personnel shall be able to notify occupants of the facility if the need to evacuate arises.
5. Assigned personnel shall be provided with communication equipment to notify 9-1-1 of a fire emergency.
6. Assigned personnel shall have knowledge of the location and use of fire protection equipment. Example fire extinguishers.
7. Assigned personnel shall contact the fire department, as directed, when out of service fire protection systems are restored.

Note: Random checks may be made by the fire department personnel to ensure all of the above provisions are being complied with.

C. Tornado

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Every state is in some risk from this hazard. Some tornadoes are visible, while rain or nearby low-hanging clouds obscure others. Tornadoes generally occur near the trailing edge of a thunderstorm. Tornadoes generally occur between 3 pm and 9 pm.

Whenever the National Weather Service issues a Tornado Watch (tornadoes are possible) for the Gloucester County area working H.A.G.C. staff will monitor the National Weather Service via radio or television for information. If staff members are available to Tenants staff should inform the tenants that they need to go to an interior room at the lowest level possible away from exterior windows and doors if they are concerned for their safety. H.A.G.C. staff should ensure the tenants or people located inside common areas of the buildings, are moved to central locations away from windows and doors. Whenever the national Weather service issues a Tornado Warning (tornado has been sighted or indicated by weather radar) H.A.G.C. staff and Tenants should immediately take shelter. Individuals should cover their heads with their hands or any object that would protect them from flying debris. Follow the Evacuation Plan (Section IX) if necessary.

D. FLOODING

Floods are among the most frequent and costly natural disasters in terms of human hardship and economic loss. As much as 90 percent of the damage related to all natural disasters (excluding droughts) is caused by floods and associated debris flows. Most communities in the United States can experience some kind of flooding. Over the period from 1988 to 1997, **floods cost the Nation, on average, \$3.7 billion annually.** The long-term (1940 to 1999) annual average of lives lost is 110 per year, mostly as a result of flash floods.

Flooding occurs in known floodplains when prolonged rainfall over several days, intense rainfall over a short period of time, or an ice or debris jam causes a river or stream to overflow and flood the surrounding area. Melting snow can combine with rain in the winter and early spring; severe thunderstorms can bring heavy rain in the spring and summer; or tropical cyclones can bring intense rainfall to the coastal and inland states in the summer and fall.

Flash floods occur within six hours of a rain event, or after a dam or levee failure, or following a sudden release of water held by an ice or debris jam, and flash floods can catch people unprepared. You will not always have a warning that these deadly, sudden floods are coming.

Be aware of flood hazards. Floods can roll boulders, tear out trees, destroy buildings and bridges, and scour out new channels. Flood waters can reach heights of 10 to 20 feet and often carry a deadly cargo of debris. Flood-producing rains can also trigger catastrophic debris slides.

Regardless of how a flood or flash flood occurs, the rule for being safe is simple: **head for higher ground and stay away from flood waters.** Even a shallow depth of fast-moving flood water produces more force than most people imagine. The most dangerous thing you can do is to try walking, swimming, or driving through flood waters. Two feet of water will carry away most automobiles.

1. PLANNING FOR A FLOOD

- Shut off water main to prevent contamination
- Inspection of Units afterwards
- Turn off building security
- Clean / Disinfect items that have gotten wet
- Measures to take before a flood
 - Boarding up windows
 - Reinforcing walls
 - Securing outdoor equipment

E. Hurricanes

A hurricane is a type of tropical cyclone or severe tropical storm that forms in the southern Atlantic Ocean. The Atlantic hurricane season lasts from mid-August to late October. Hurricanes can produce winds of excess of 155 miles per hour as well as tornadoes . Floods, heavy rains and flying debris from the excessive winds are often the deadly and destructive results of these weather events.

The National Weather Service will issue a Hurricane Watch (an announcement that hurricane conditions (sustained winds of 74 miles per hour or higher) are *possible* 48 hours in advance of the anticipated onset of the tropical storm winds. In the event a Hurricane warning is issued for Gloucester County, H.A.G.C. staff will monitor the National Weather Service and State Office of Emergency Management for weather updates and mandatory evacuation orders. The H.A.G.C. Executive Staff will ensure that all precautionary measures are taken to protect H.A.G.C. owned or managed properties.

The precautionary measures should include, but are not limited to: testing all back-up generators, clearing clogged parking lot drains securing all exterior items that would become projectiles during the storm. H.A.G.C staff should also consider reinforcing vital areas of any building that are key to the operation of the H.A.G.C.

The Executive Director or designee shall formulate a manpower availability plan that supplies adequate staffing at H.A.G.C. owned and or operate properties in the event a hurricane impacts Gloucester County.

The National Weather Service will issue a Hurricane Warning (an announcement that hurricane winds are *expected* 36 hours in advance of the onset of the tropical force winds. The Administrative Staff will review all available information from the National Weather Service, FEMA, State and Local Emergency Management. The Executive Director or his/her Designee will make the final determination if any Tenants are to be evacuated from H.A.G.C. properties.

Hurricanes impact geographically large areas. Therefore, any evacuation of residents would likely be some distance away or to an approved Emergency Shelter, as identified by local governmental officials.

F. Winter Storm / Extreme Cold

A winter storm occurs when there is significant precipitation and the temperature is low enough that precipitation forms as sleet or snow. A winter storm can range from freezing rain and ice, to moderate snowfall over a few hours, to a blizzard that lasts for several days. Many winter storms are accompanied by dangerously low temperatures. Extreme winter weather can immobilize a region, knock out power and communication services for several days. Pipes and water mains can break.

The National Weather Service issues a Winter Weather Advisory when severe winter conditions, such as heavy snow and/or ice, may affect an area. A winter storm watch is issued 12 to 36 hours in advance of a potential severe storm. A Winter Weather Warning is issued when more than 4 inches of snow or sleet are expected in the next 12 hours.

The H.A.G.C. consists of public housing properties that need to remain open for business at all times. However, weather related conditions or other emergency may necessitate that the H.A.G.C. delay the arrival time, and/or implement an early dismissal time of non essential staff to avoid dangerous conditions on the roadway. The Executive Director or his/her Designee will determine what *essential staff is* necessary and must report for work. The AHO Director or his/her designee shall ensure that the maintenance staff has adequate equipment and supplies for the removal of snow on all owned or managed H.A.G.C. property. Due to the vulnerability of the properties to extreme cold the maintenance staff will monitor building systems closely during times of extreme cold. In addition to the buildings, the equipment must be in operational, in good condition, and have the necessary fuel, oil, ect. A list of all equipment assigned to a specific building shall be maintained by the H.A.G.C.'s Superintendent/ Site Manager of the respective property. A list of all shared equipment shall be maintained by the A.H.O. Director or his/her designee. The vehicle fleet will be checked for winterization under the direction of the AHO Director or his/her designee.

G. Extreme Weather – Severe Heat

In recent years, excessive heat has caused more deaths than all other weather events, including floods. A heat wave is a prolonged period of excessive heat, generally 10 degrees or more above average, often combined with excessive humidity.

Weather Forecasters' use these terms when a heat wave is predicted:

- **Excessive Heat Watch** - Conditions are favorable for an excessive heat event to meet or exceed local Excessive Heat Warning criteria in the next 24 to 72 hours.
- **Excessive Heat Warning** - Heat Index values are forecasting to meet or exceed locally defined warning criteria for at least 2 days (daytime highs=105-110° Fahrenheit).
- **Heat Advisory** - Heat Index values are forecasting to meet locally defined advisory criteria for 1 to 2 days (daytime highs=100-105° Fahrenheit).

During heat waves people are susceptible to three heat-related conditions.

Here's how to recognize them.

Heat cramps are muscular pains and spasms that usually occur in the legs or abdomen. Heat cramps are often an early sign that the body is having trouble with the heat.

- The person should be moved to a cooler place and rest in a comfortable position. Lightly stretch the affected muscle and gently massage the area.
- Give an electrolyte-containing fluid, such as a commercial sports drink, fruit juice or milk. Water may also be given. Do not give the person salt tablets.

Heat exhaustion is a more severe condition than heat cramps. Heat exhaustion often affects athletes, firefighters, construction workers and factory workers. It also affects those wearing heavy clothing in a hot, humid environment.

- Signs of heat exhaustion include cool, moist, pale, ashen or flushed skin; headache; nausea; dizziness; weakness; and exhaustion.
- Move the person to a cooler environment with circulating air. Remove or loosen as much clothing as possible and apply cool, wet clothes or towels to the skin. Fanning or spraying the person with water

also can help. If the person is conscious, give small amounts of a cool fluid such as a commercial sports drink or fruit juice to restore fluids and electrolytes. Milk or water may also be given. Give about 4 ounces of fluid every 15 minutes.

- If the person's condition does not improve or if he or she refuses water, has a change in consciousness, or vomits, **call 9-1-1** or the local emergency number.

Heat stroke is a life-threatening condition that usually occurs by ignoring the signals of heat exhaustion. Heat stroke develops when the body systems are overwhelmed by heat and begin to stop functioning.

- Signs of heat stroke include extremely high body temperature, red skin which may be dry or moist; changes in consciousness; rapid, weak pulse; rapid, shallow breathing; confusion; vomiting; and seizures.
- Heat stroke is life-threatening. **Call 9-1-1** or the local emergency number immediately.
- Preferred method: Rapidly cool the body by immersing the person up to the neck in cold water, if possible OR douse or spray the person with cold water.
- Sponge the person with ice water-doused towels over the entire body, frequently rotating the cold, wet towels.
- Cover the person with bags of ice.
- If you are not able to measure and monitor the person's temperature, apply rapid cooling methods for 20 minutes or until the person's condition improves.

1. Preparing for a Heat Wave

- H.A.G.C. Staff shall listen to local weather forecasts and stay aware of upcoming temperature changes.
- H.A.G.C. staff will be aware of both the temperature and the heat index. The heat index is the temperature the body feels when the effects of heat and humidity are combined. Exposure to direct sunlight can increase the heat index by as much as 15° F.

H. Loss of Water / Water Restrictions

Water Treatment

Ensuring that Your Water is Safe

In addition to having a bad odor and taste, water from questionable sources may be contaminated by a variety of microorganisms, including bacteria and parasites that cause diseases such as dysentery, cholera, typhoid and hepatitis. All water of uncertain purity should be treated before use.

In the event there is a situation of water loss or restrictions, residents will be advised to follow the American Red Cross recommendations to treat water for consumption and/or hygiene, follow these steps:

- Filter the water using a piece of cloth or coffee filter to remove solid particles.
- Bring it to a rolling boil for about one full minute.
- Let it cool at least 30 minutes. Water must be cool or the chlorine treatment described below will be useless.
- Add 16 drops of liquid chlorine bleach per gallon of water, or 8 drops per 2-liter bottle of water. Stir to mix. Sodium hypochlorite of the concentration of 5.25% to 6% should be the only active ingredient in the bleach. There should not be any added soap or fragrances. A major bleach manufacturer has also added Sodium Hydroxide as an active ingredient, which they state does not pose a health risk for water treatment.
- Let stand 30 minutes.
- If it smells of chlorine. You can use it. If it does not smell of chlorine, add 16 more drops of chlorine bleach per gallon of water (or 8 drops per 2-liter bottle of water), let stand 30 minutes, and smell it again. If it smells of chlorine, you can use it. If it does not smell of chlorine, discard it and find another source of water.

If a water restriction is in place H.A.G.C. Employees and Residents will adhere to the state mandate and protocol.

I. Earthquakes

An earthquake is a sudden movement of the Earth's surface caused by the release of stress accumulated within or along the edge of the Earth's tectonic plates. Ground shaking is the primary cause of earthquake damage to man-made structures. If an earthquake was to occur it would most likely occur in northern New Jersey, where significant faults are concentrated. However, low – magnitude events do occur in many other areas of the state. There is currently no reliable way to predict the day or month that an earthquake will occur or the severity.

The prescribed response for individuals during an earthquake when indoors is to seek refuge in a doorway, or under a desk or table. Stay away from glass windows, shelves and heavy objects. If outdoors, move quickly away from buildings, utility poles and other structures. Always avoid power or utility lines as they are energized and could present a danger.

After an earthquake, all available H.A.G.C staff will immediately evaluate the situation. If an emergency exists, call 9-1-1. Assistance should be rendered whenever possible prior to the arrival of emergency services.

If occupants of any building need to be evacuated after an earthquake, H.A.G.C. will follow the protocols outlined under the evacuation section of this plan. H.A.G.C. staff should keep in mind that aftershocks are possible.

The maintenance staff, under the direction of the A.H.O. Director or his/her designee, is responsible for inspecting all the properties that are owned and/or operated by H.A.G.C. immediately after an earthquake.

Special attention should initially be directed towards building systems (i.e. natural gas, water). The A.H.O. Director or his/her designee shall ensure that a comprehensive damage report is submitted to the Executive Director identifying any/all damage sustained to H.A.G.C. property. The preliminary damage assessment should be completed within the first 48 hours following the event.

J. Violent or Criminal Behavior

The security of H.A.G.C. employees, tenants and visitors is a primary concern to the Authority. The Authority has put into place protective measures including equipment, guards and procedures to protect life and property. For the protective measures to be effective there must be a coordinated effort between H.A.G.C. employees and tenants. Employees and tenants need to be aware of their environment and any potential dangers. Any suspicious activity or individuals should immediately be reported to H.A.G.C. supervisors or directly to Law Enforcement. Whenever there is violence or the potential for violence on H.A.G.C. owned and or managed property, employees will call 9-1-1 and make notification to H.A.G.C. supervisors and the security guard on duty.

K. Building Security

The designated Building Superintendent and/or Site Manager are charged with the responsibility of ensuring that any security protocol or policy is being followed at their facility. All security equipment shall be kept in working order (i.e. video equipment, entry guard systems, fobs). All exterior doors at building will be kept locked to prevent unauthorized individuals from entering the building. Tenants and visitors at H.A.G.C. properties will only be permitted to enter/exit H.A.G.C. buildings at the designated areas. **All visitors are required to sign in and out at the Security Office.**

The H.A.G.C. maintains administrative office space in six different buildings in Gloucester County. The offices are secure spaces within their respective buildings. Any doors leading to the office space will remain locked at all times. No unauthorized individuals shall be permitted to enter the administrative offices without being escorted by an H.A.G.C. employee.

H.A.G.C. recognizes the potential for members of the public to become argumentative with H.A.G.C. staff. During the “employee-to-customer” encounter the staff should, whenever possible, prevent the individual from having access to the office portion of the building.

In the event a person presents a weapon or threatens the use of a weapon on H.A.G.C. property, the H.A.G.C. staff should quickly determine the most reasonable way to protect their own life. Whenever

possible EVACUATE THE AREA, have an escape route and plan in mind. As soon as safely possible, staff should call 9-1-1. If evacuation is not possible, HIDE OUT, find a place where the person is less likely to find you. The hiding place, if possible, should provide some protection if gun shots are fired in the direction of your hiding place direction (i.e. an office with a closed and locked door). To prevent an active shooter or other person who may inflict injury from entering your hiding place lock any doors. If the person is nearby, remain quiet and silence any cell phone.

If evacuation and hiding out are not possible; remain calm, dial 9-1-1, if possible to alert police. If the caller is unable to speak, leave the line open and allow the dispatcher to listen.

As a last resort, and only when one's life is imminent danger, one should attempt to disrupt and/or incapacitate the active shooter by acting as aggressive as possible against him/her.

L. Natural Gas Leak

Natural gas is a staple of many of the buildings that the H.A.G.C. owns and/or manages. The natural gas is used by the heat and hot water systems. Natural gas is clean, efficient and relatively safe. However, because there are potential dangers associated with natural gas any detection of a possible leak must be investigated immediately by the H.A.G.C. maintenance staff. Natural gas is laden with mercaptans, which is a chemical added to the gas to easily permit its detection by odor. Most minor natural gas leaks can easily be addressed by the H.A.G.C. maintenance staff during working hours and after hours by on-call staff. If a natural gas odor is detected indoors or outdoors on H.A.G.C. owned and or operated property, the H.A.G.C. maintenance staff must be immediately notified. If a natural gas odor is present outdoors, immediately vacate the area. If a natural gas odor is present indoors do not turn on or off any electrical appliances. Exterior door and windows in the area of the suspected leak should be opened if possible. In the event of a major natural gas leak that may present a danger to person and property a call to 9-1-1 is required. If the situation warrants, any/all occupants that could be affected should be evacuated from the area.

M. Broken Water Main

H.A.G.C. owns or operates five large elevator buildings. The buildings have large water systems that provide potable water, heat and fire protection for the building. The systems shall be inspected in accordance with established H.A.G.C protocol by the building Superintendent. Major failure of the systems can lead to large scale property damage and the evacuation and subsequent displacement of building residents. **In the event of a system failure, H.A.G.C. maintenance personnel shall immediately turn off water supply.**

N. Extended Power Failure

The biggest blackout in U.S. history occurred on August 14, 2003, leaving roughly 50 million people without power. Blackouts can happen anywhere and to anyone. Outages may occur at times of weather extremes or accompany various disasters. When the power is out, safety is the major concern. The H.A.G.C. maintains backup generators at Nancy Elkis, Deptfort Park, Colonial Park, Shepherd's Farm and Carino Park Apartments. The generators are fueled by diesel with the exception of Shepherd's Farm, which is fueled by Natural Gas.

The Housing Authority of the Borough of Glassboro properties: Delsea Manor, Whitney Gardens and Summit Park have no provision for back-up electricity, or do the scattered site single family homes.

A long term power outage can present the H.A.G.C. with the following issues, particularly properties without emergency backup;

- 1) Special Needs Tenants unable to operate medical equipment.
- 2) No water at scattered home sites with well water.
- 3) No heat or cooling at locations without available back-up power.
- 4) No lighting which causes safety issues.

In the event the H.A.G.C. is faced with a long term power outage the Administrative Staff and the A.H.O Director or his/her designee will develop a plan to mitigate the power outage.

O. Bomb Threats

Most bomb threats are received by telephone. Bomb threats are serious until proven otherwise.

There is the possibility that the H.A.G.C. could receive a bomb threat from an individual that has a perceived grievance with the Authority. The H.A.G.C. will follow the bomb threat procedures outlined by the U.S. Department of Homeland Security, which are noted below.

Anytime a bomb threat is received, H.A.G.C. employees must immediately notify the Executive Director or his/her designee.

If a bomb threat is received by telephone;

- 1) Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the call does.
- 2) Listen carefully, be polite and show interest.
- 3) Try to keep the caller talking to learn more information.
- 4) If possible, write a note to a colleague to call 9-1-1 or as soon as the caller hangs up, immediately notify them yourself.
- 5) If your phone has a display, copy the number and/or letters on the display window.

If a bomb threat is received by handwritten note;

- 1) Call 9-1-1
- 2) Handle the note as minimally as possible.

If a bomb threat is received by e-mail:

- 1) Call 9-1-1
- 2) Do not delete the message.

Sign of a suspicious package;

- | | |
|------------------------|-----------------------|
| 1) No return address | 6) Poorly handwritten |
| 2) Excessive postage | 7) Misspelled words |
| 3) Strange odor | 8) Incorrect titles |
| 4) Strange sound | 9) Foreign postage |
| 5) Unexpected delivery | 10) Restrictive notes |

A. Anytime there is a bomb threat DO NOT:

- 1) Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- 2) Evacuate the building until police arrive and evaluate the threat.
- 3) Activate the fire alarm.
- 4) Touch or move a suspicious package.

If a package is deemed suspicious all H.A.G.C. employees will immediately leave that area and use a land line telephone to call 911, DO NOT HANDLE THE SUSPICIOUS PACKAGE.

XI. Critical Building Systems

H.A.G.C. owns and/or manages five elevator complexes and an additional three different complexes in Gloucester County. The building systems in each building are quite different. During an emergency it is crucial that the H.A.G.C. staff and Emergency Responders be able to readily identify and locate the emergency shut off switches and valves.

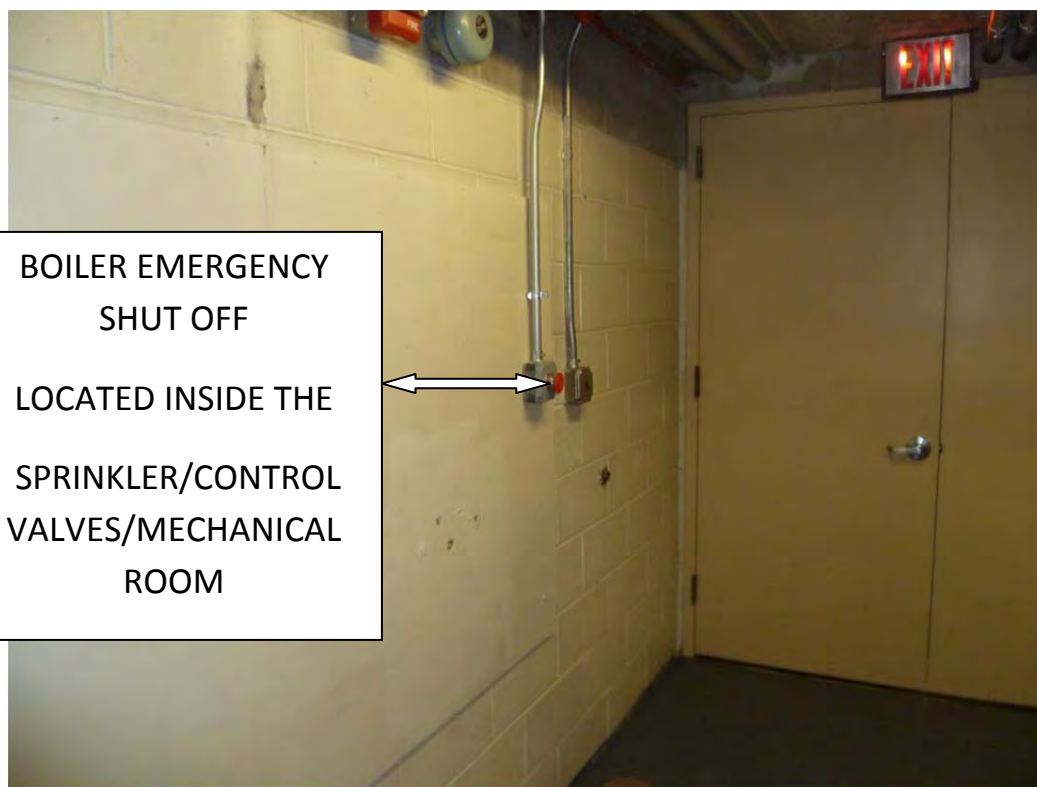
H.A.G.C. has identified and photographed the crucial building systems in each of the H.A.G.C. owned and/or managed properties which is identified in the building attachment (**Section XI a through h**) of this Response Plan. The photographs were marked with identifiers. The identifiers point out the crucial shut off switches and valves.

If applicable for the particular building, the following building systems were identified:

- 1) H.V.A.C (Heating, Ventilating, and Air Conditioning Systems)
- 2) Water Supply Systems
 - a) Fire Suppression Systems (if applicable)
 - b) Domestic Water (Potable Water)
- 3) Electrical Power Supply
- 4) Natural Gas Supply
- 5) Building Air Handler

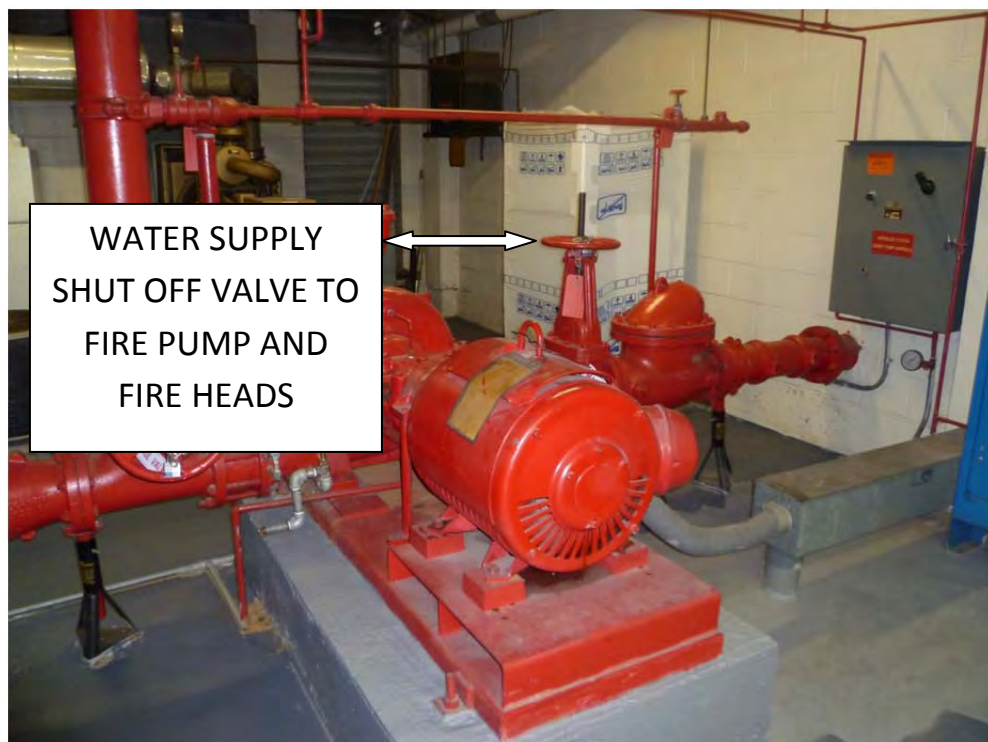
Refer to the Table of Contents for the appropriate photograph.

**COLONIAL PARK
APARTMENTS
CRITICAL BUILDING
SYSTEMS SHUT DOWN
&
EVACUATION
ASSEMBLY POINTS**



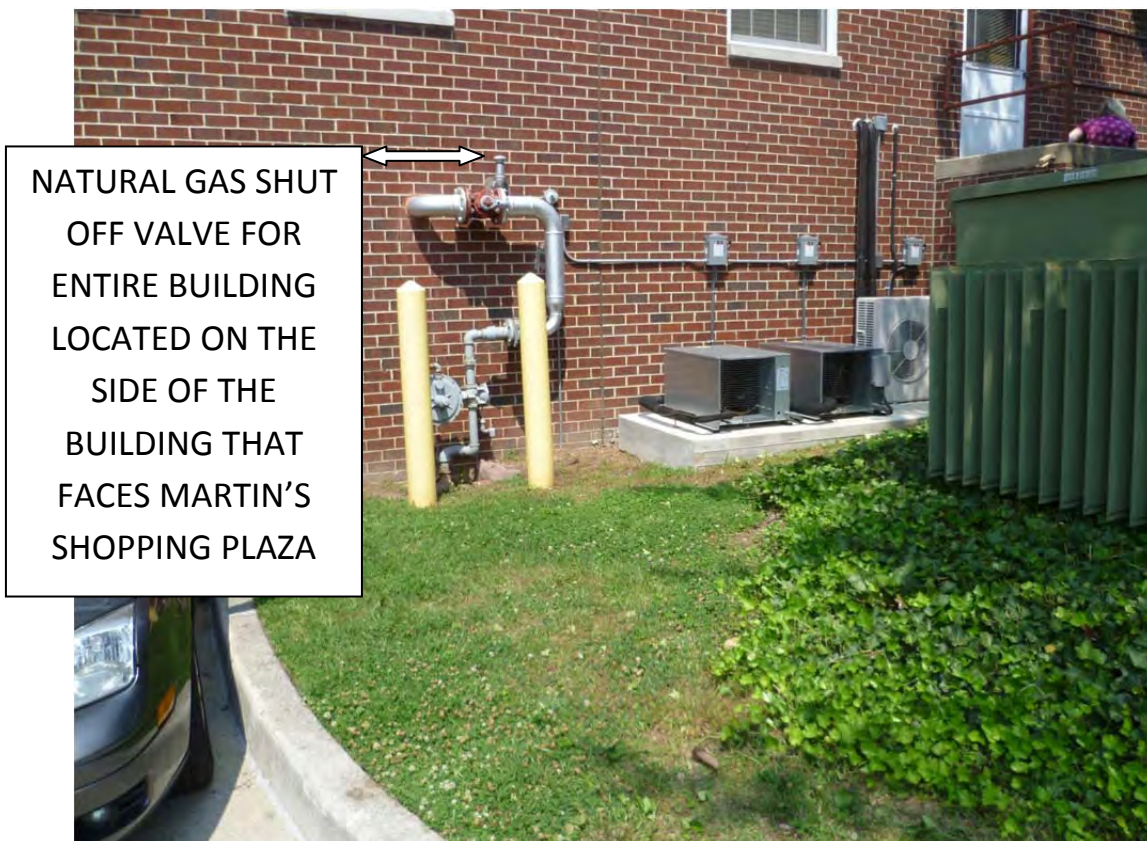
COLONIAL PARK BOILER SHUT OFF/ELECTRICAL MAIN SHUT OFF

COLONIAL CBSD-2



COLONIAL PARK APARTMENTS DOMESTIC WATER SUPPLY AND FIRE PUMP SHUT OFF VALVES LOCATED IN THE SPRINKLER/CONTROL VALVE MECHANICAL ROOM

COLONIAL CBSD-3

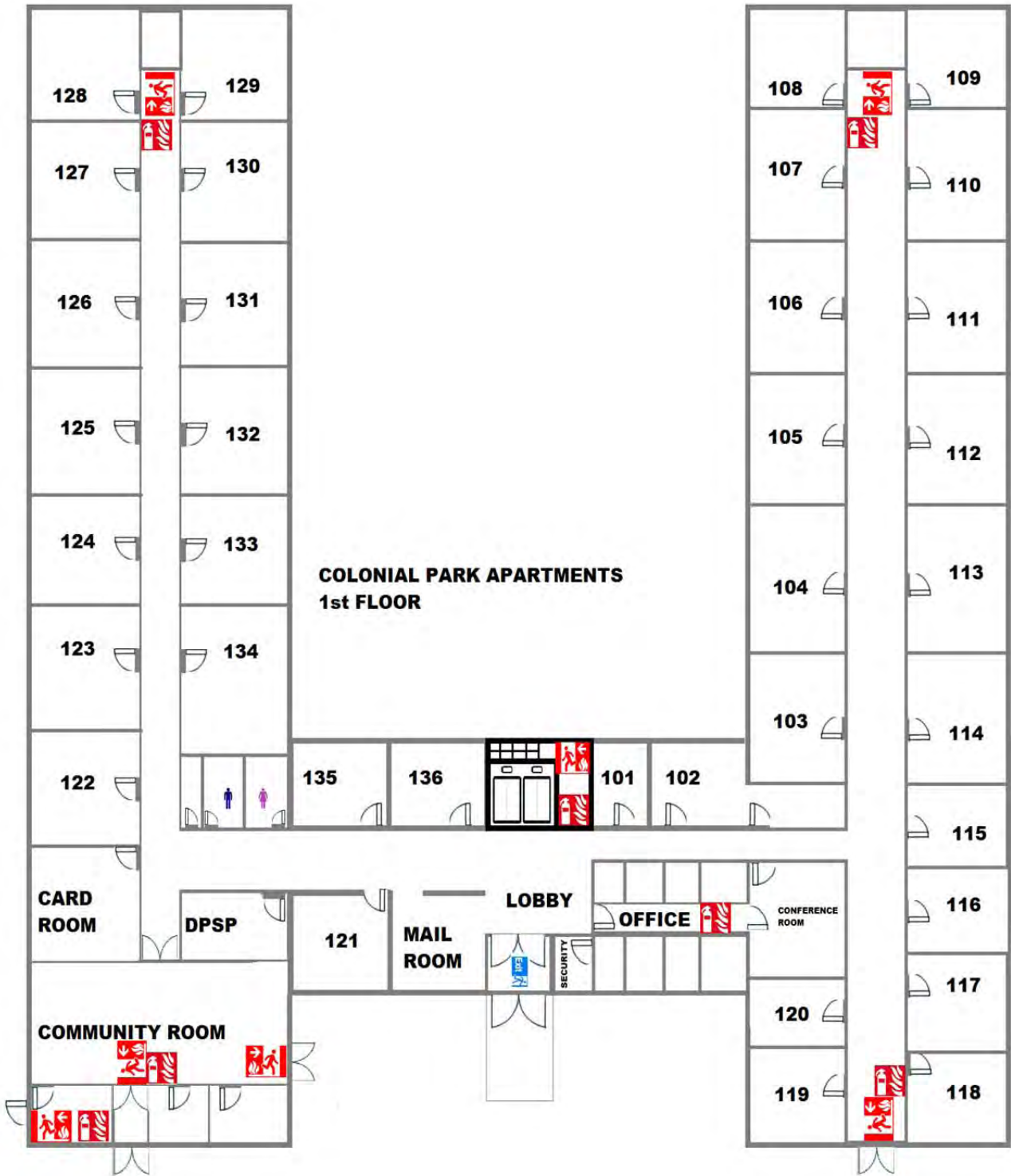


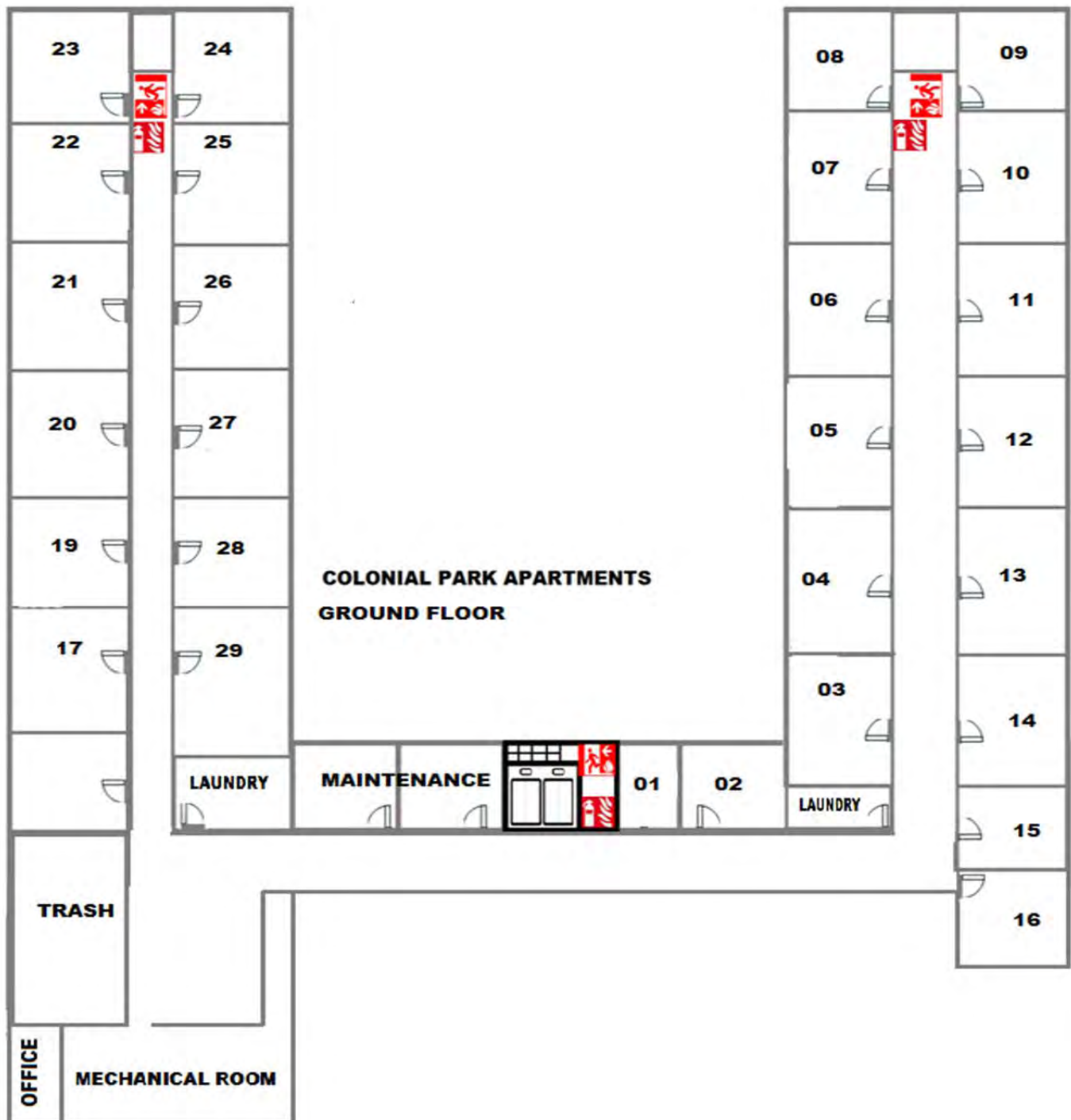
COLONIAL PARK APARTMENTS NATURAL GAS SHUT OFF FOR ENTIRE BUILDING

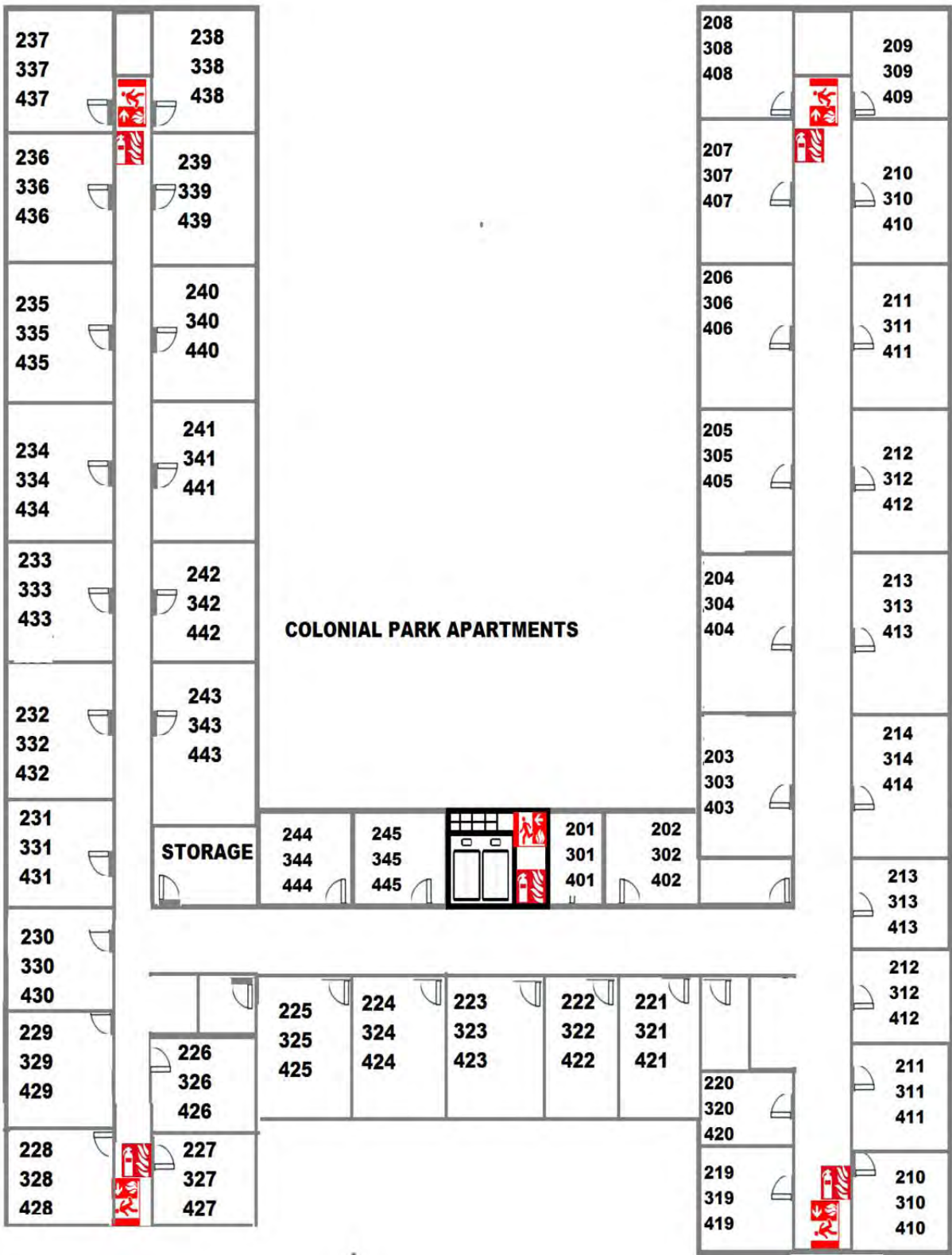


**COLONIAL PARK APARTMENTS SHUT OFF FOR AIR HANDLER
LOCATED IN THE SPRINKLER/CONTROL VALVES/MECHANICAL ROOM**

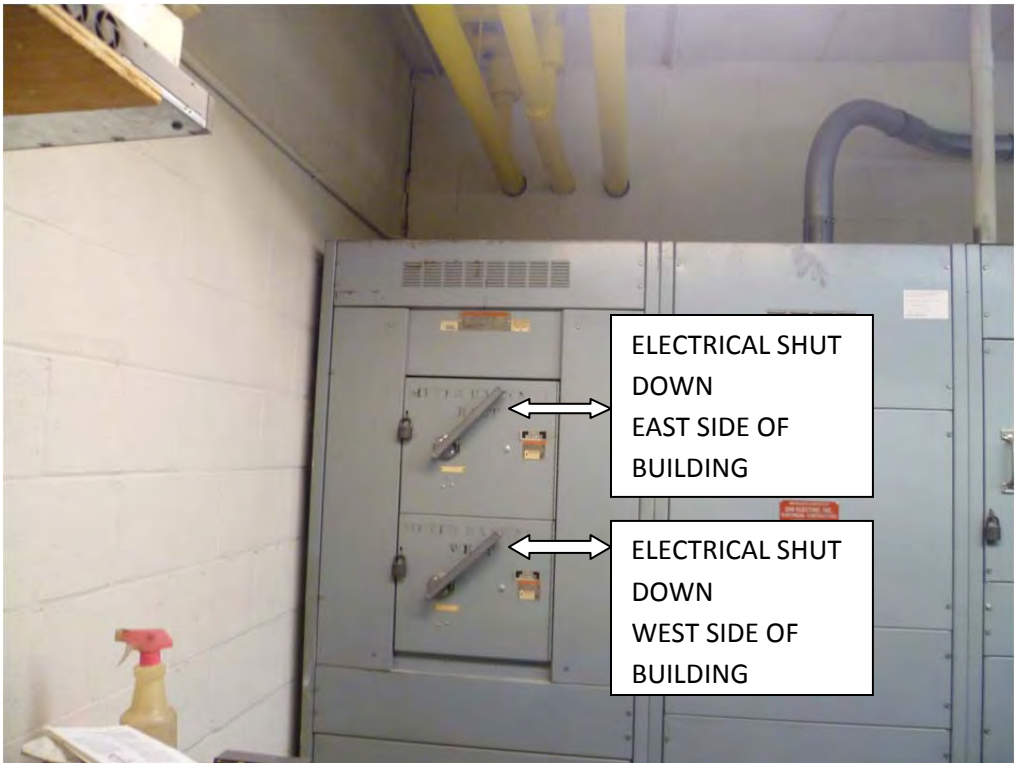
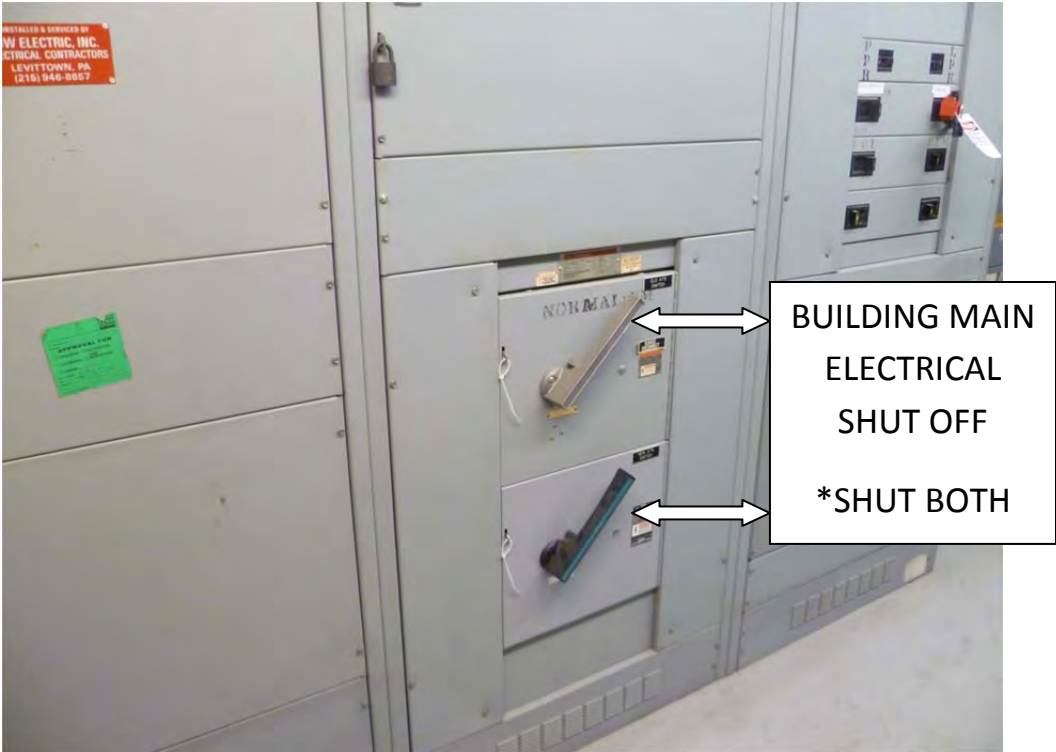








**DEPTFORD PARK
APARTMENTS
CRITICAL BUILDING
SYSTEM SHUT DOWN
&
EVACUATION
ASSEMBLY POINTS**



DEPTFORD PARK MAIN ELECTRICAL POWER SHUT DOWN

LOCATED IN THE ELECTRIC METER ROOM # 147

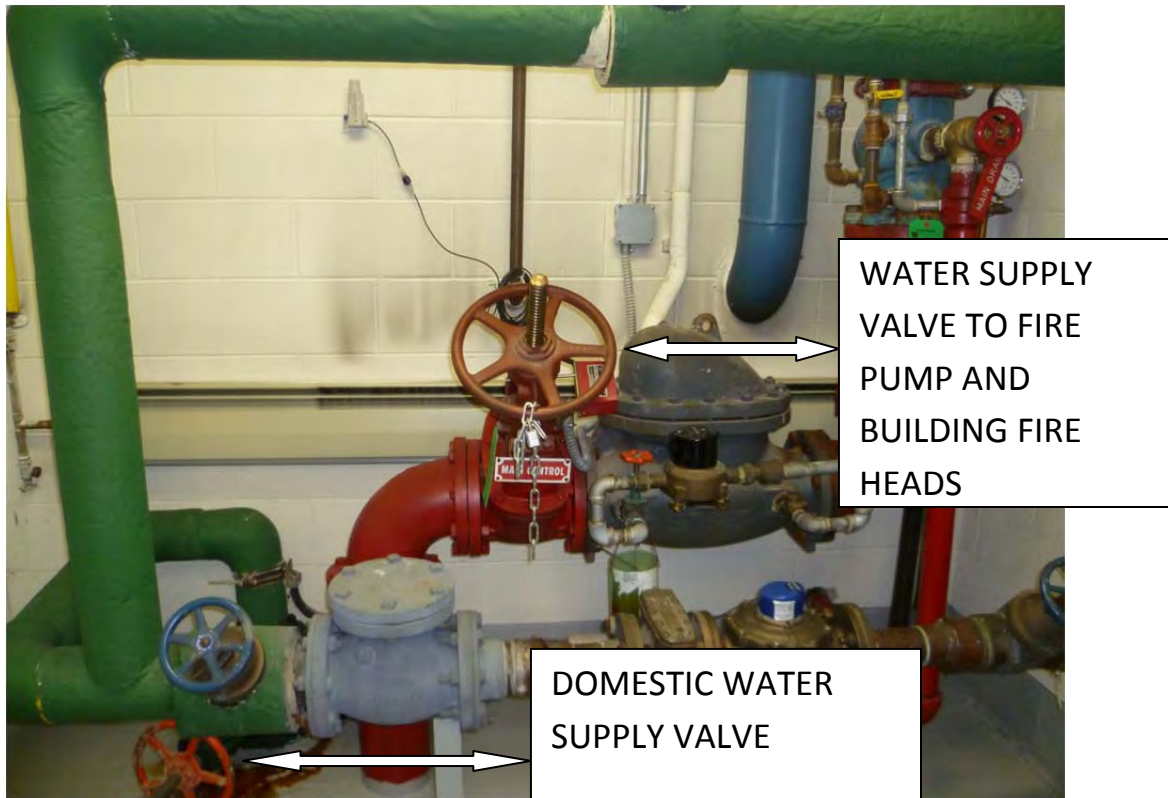


DEPTFORD PARK BOILER ROOM # 145A



DEPTFORD PARK APARTMENTS

AIR HANDLER/NATURAL GAS SHUT OFF



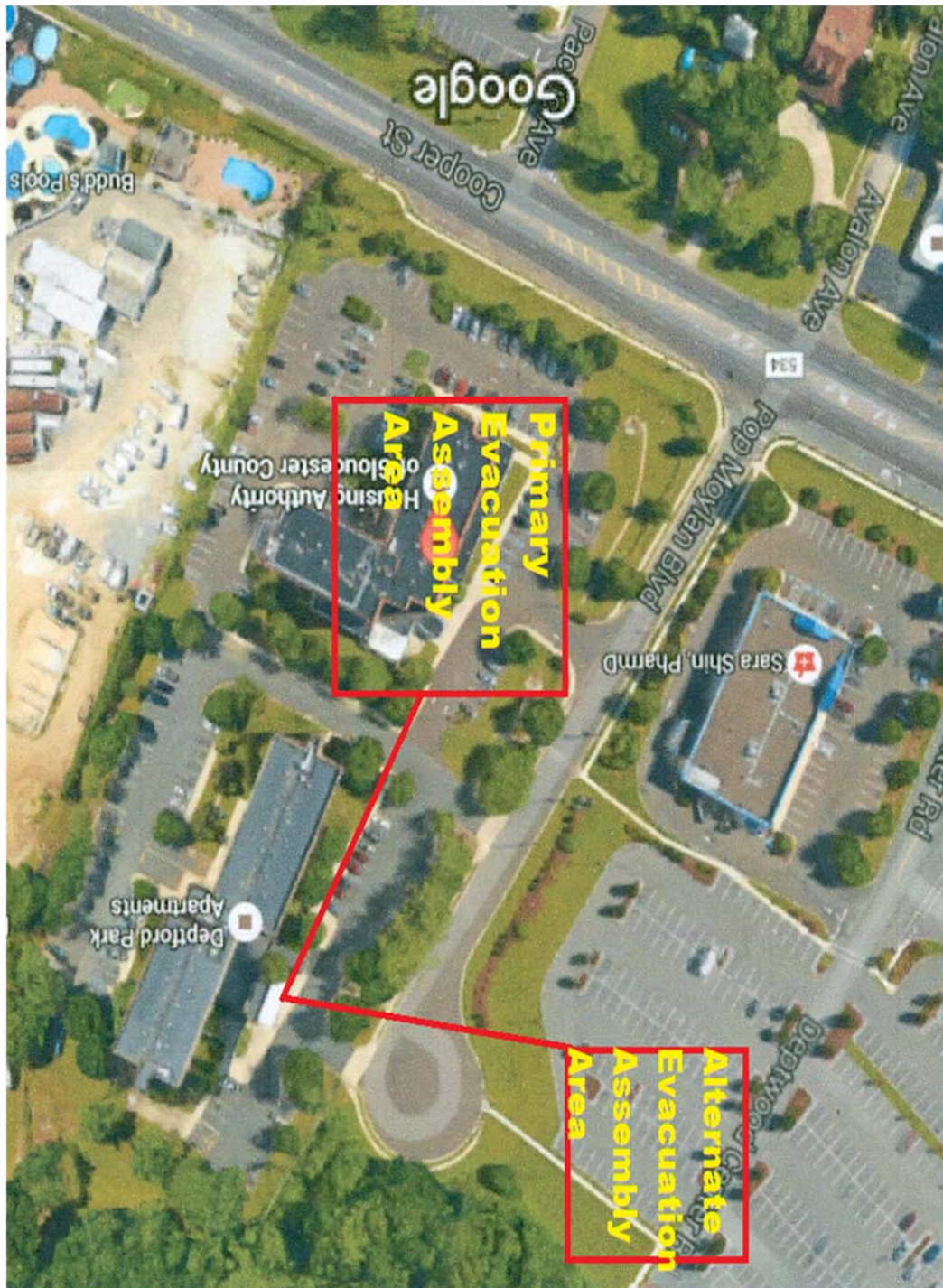
DEPTFORD PARK APARTMENTS

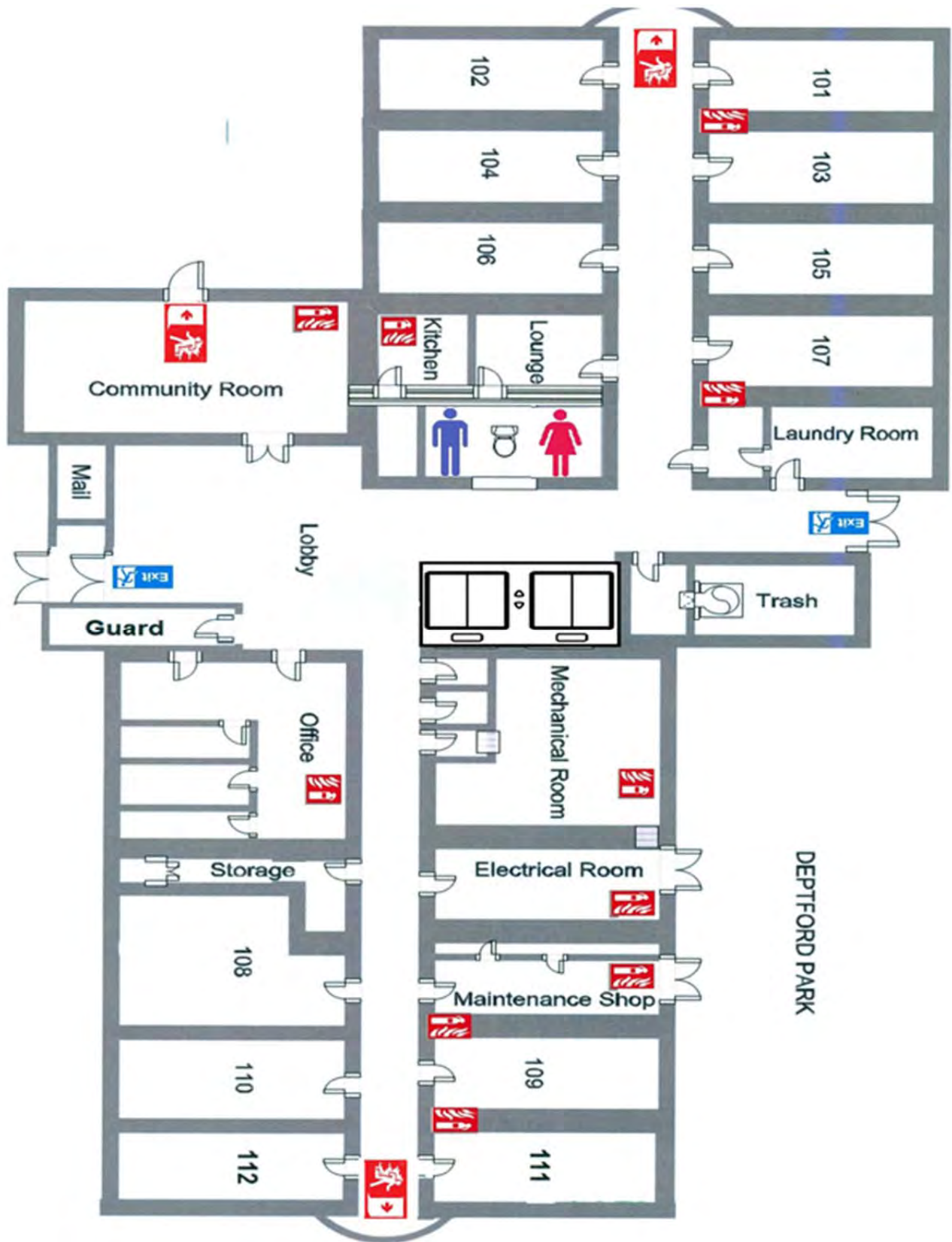
WATER SHUT OFF

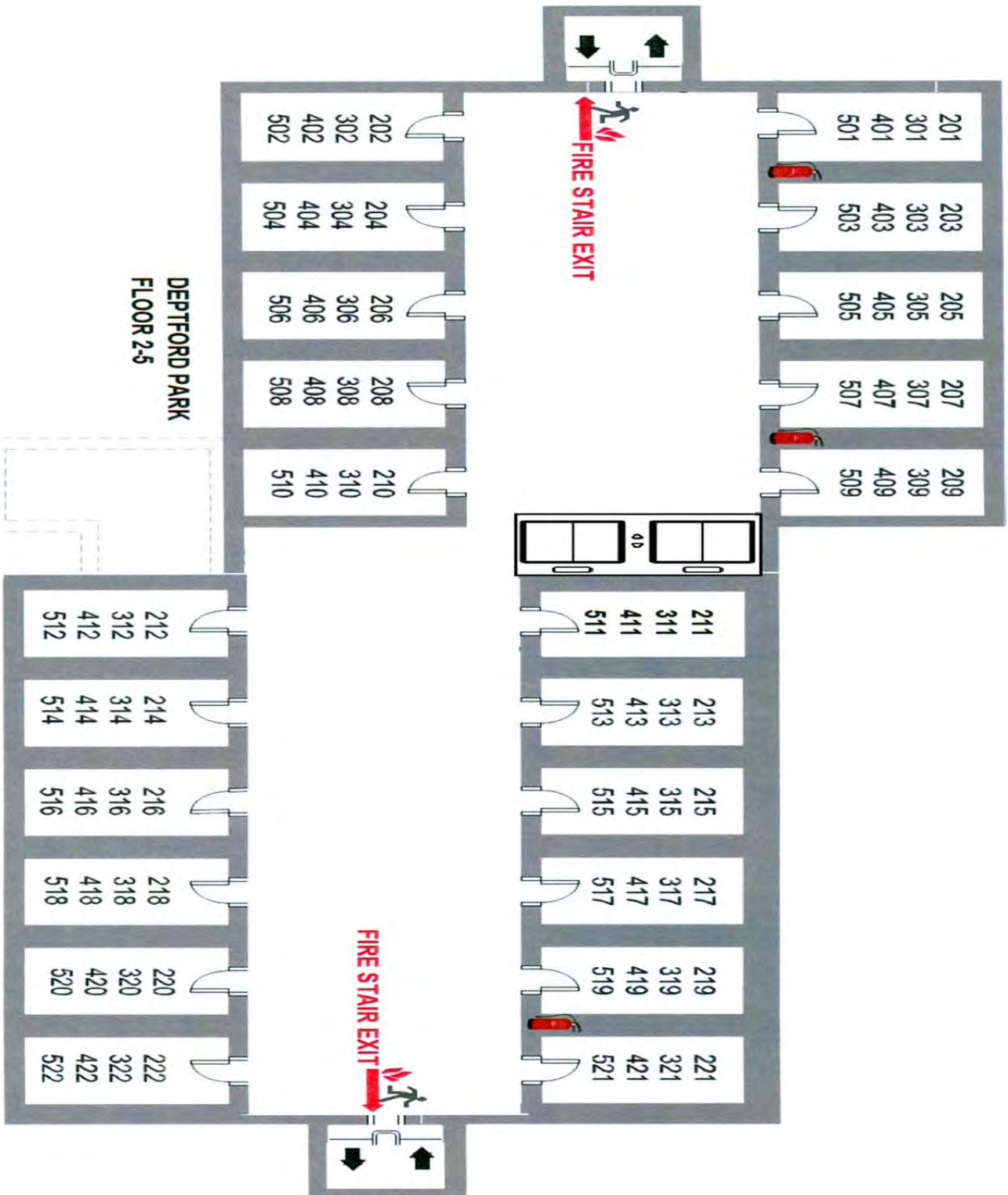
DOMESTIC AND FIRE PUMP AND FIRE HEADS

LOCATED IN ROOM # 149

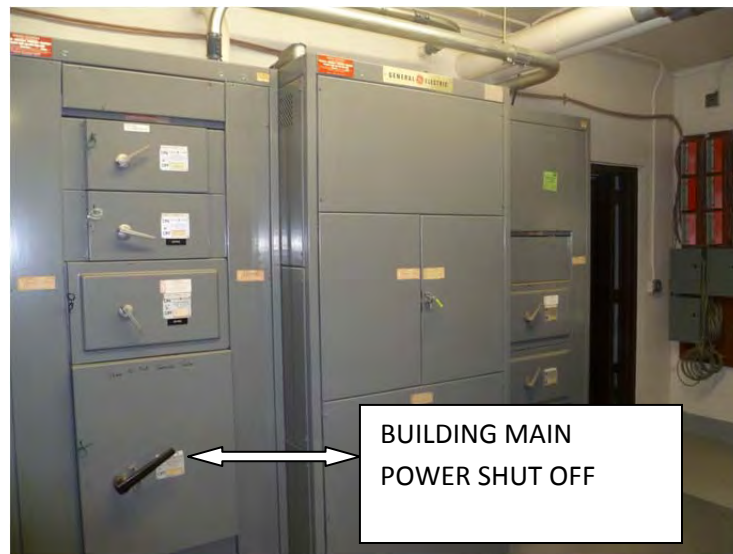
STORAGE/SPRINKLERS/VALVES







**CARINO PARK
APARTMENTS
CRITICAL BUILDING
SYSTEMS SHUT DOWN
&
EVACUATION
ASSEMBLY POINTS**

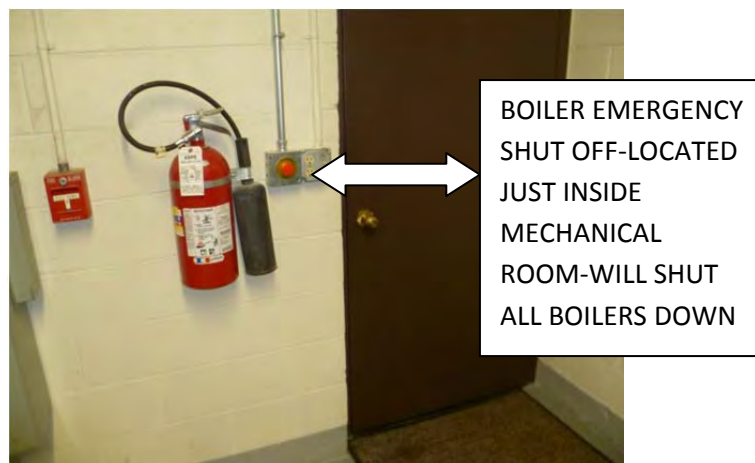
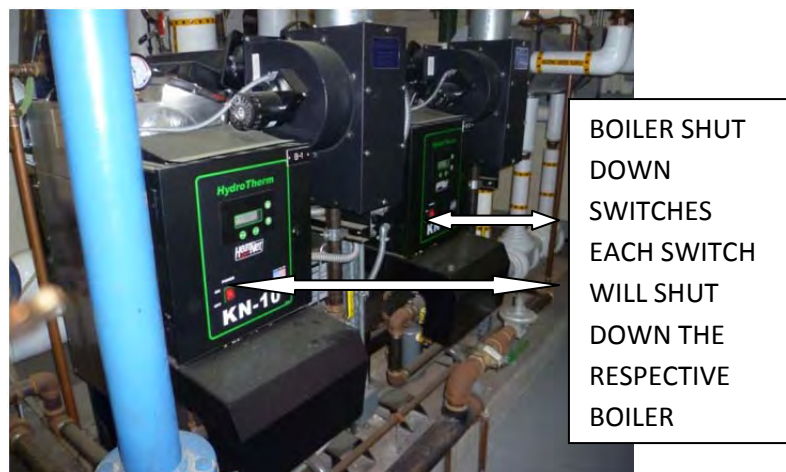
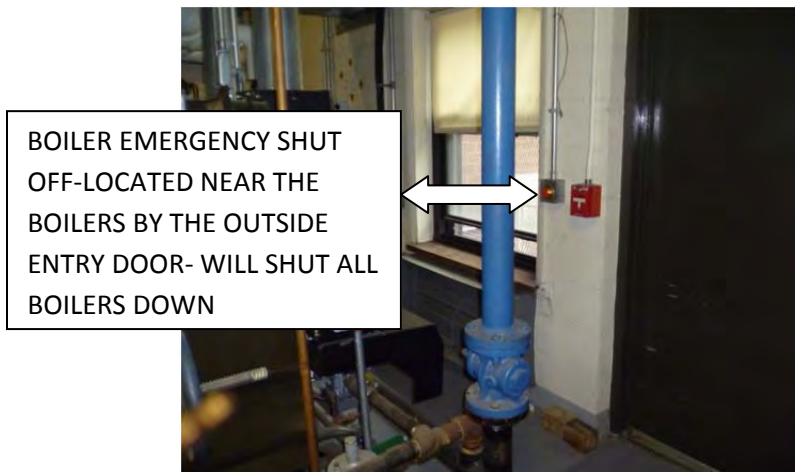


CARINO PARK APARTMENTS

MAIN ELECTRICAL POWER SHUT OFF

LOCATED IN THE MECHANICAL ROOM

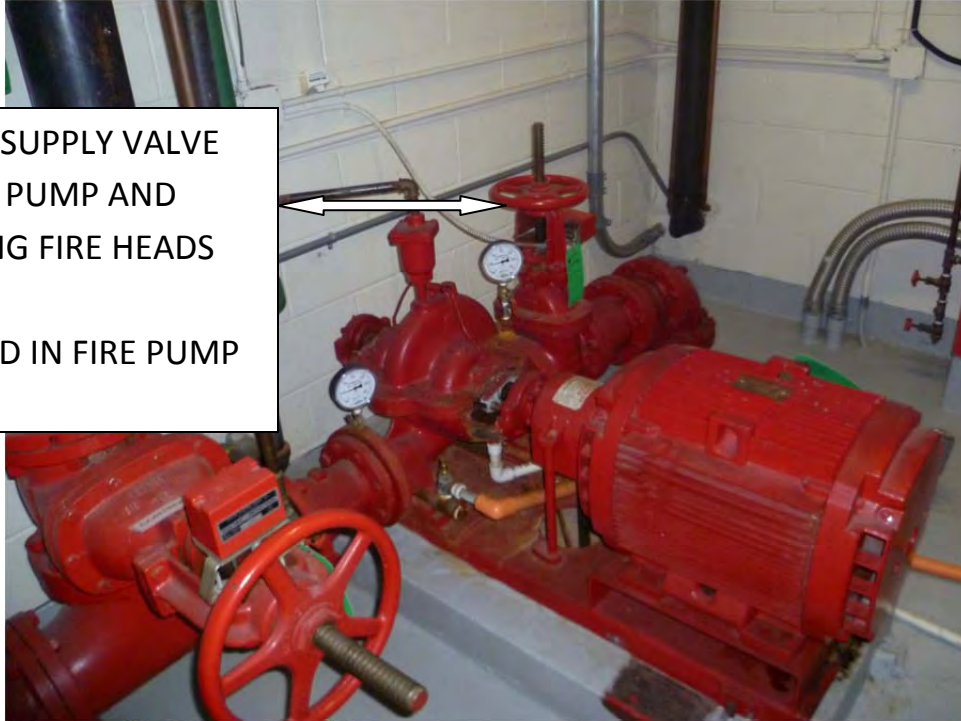




CARINO PARK BOILER EMERGENCY SHUT OFF SWITCHES LOCATED IN THE MECHANICAL ROOM

WATER SUPPLY VALVE
TO FIRE PUMP AND
BUILDING FIRE HEADS

LOCATED IN FIRE PUMP
ROOM

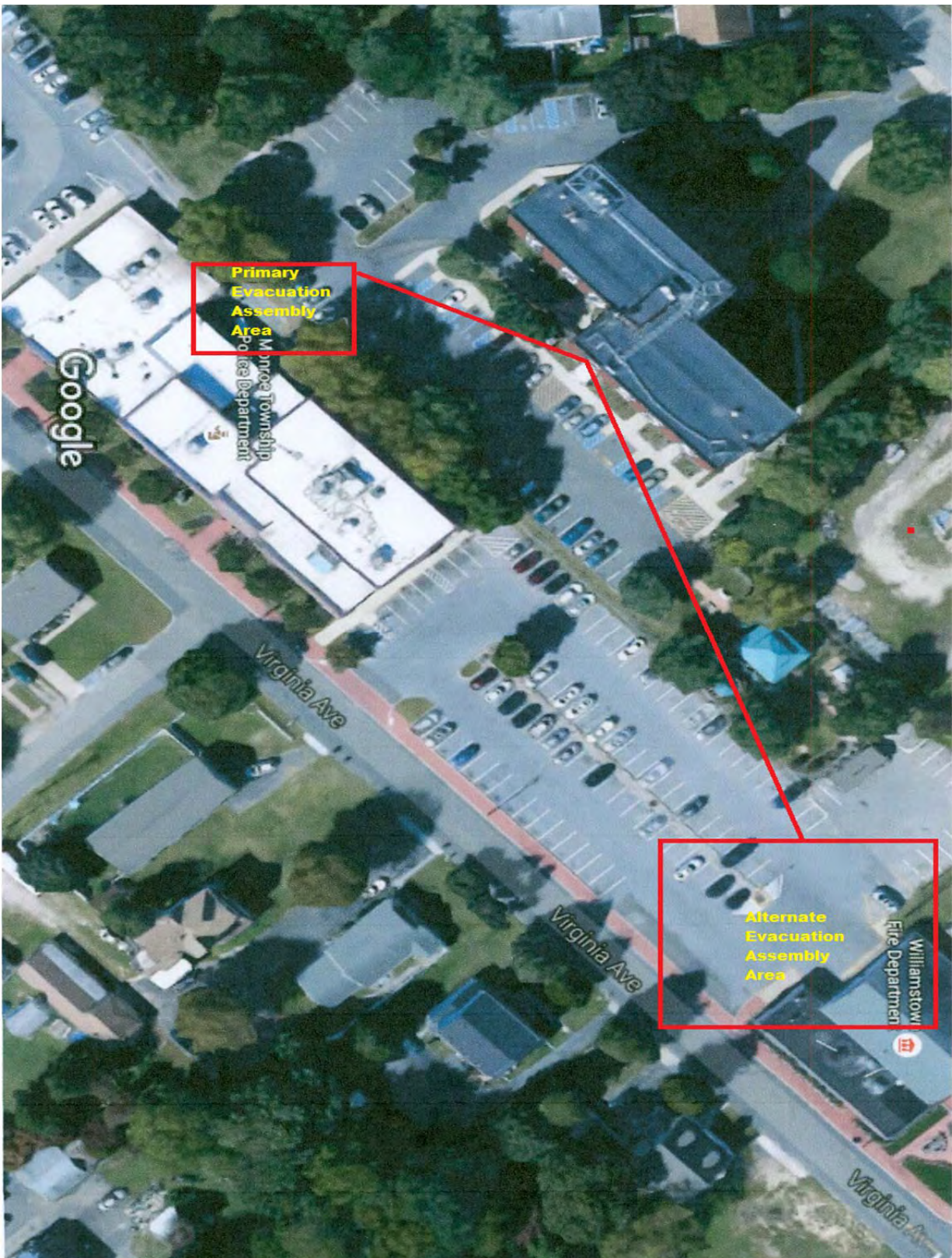


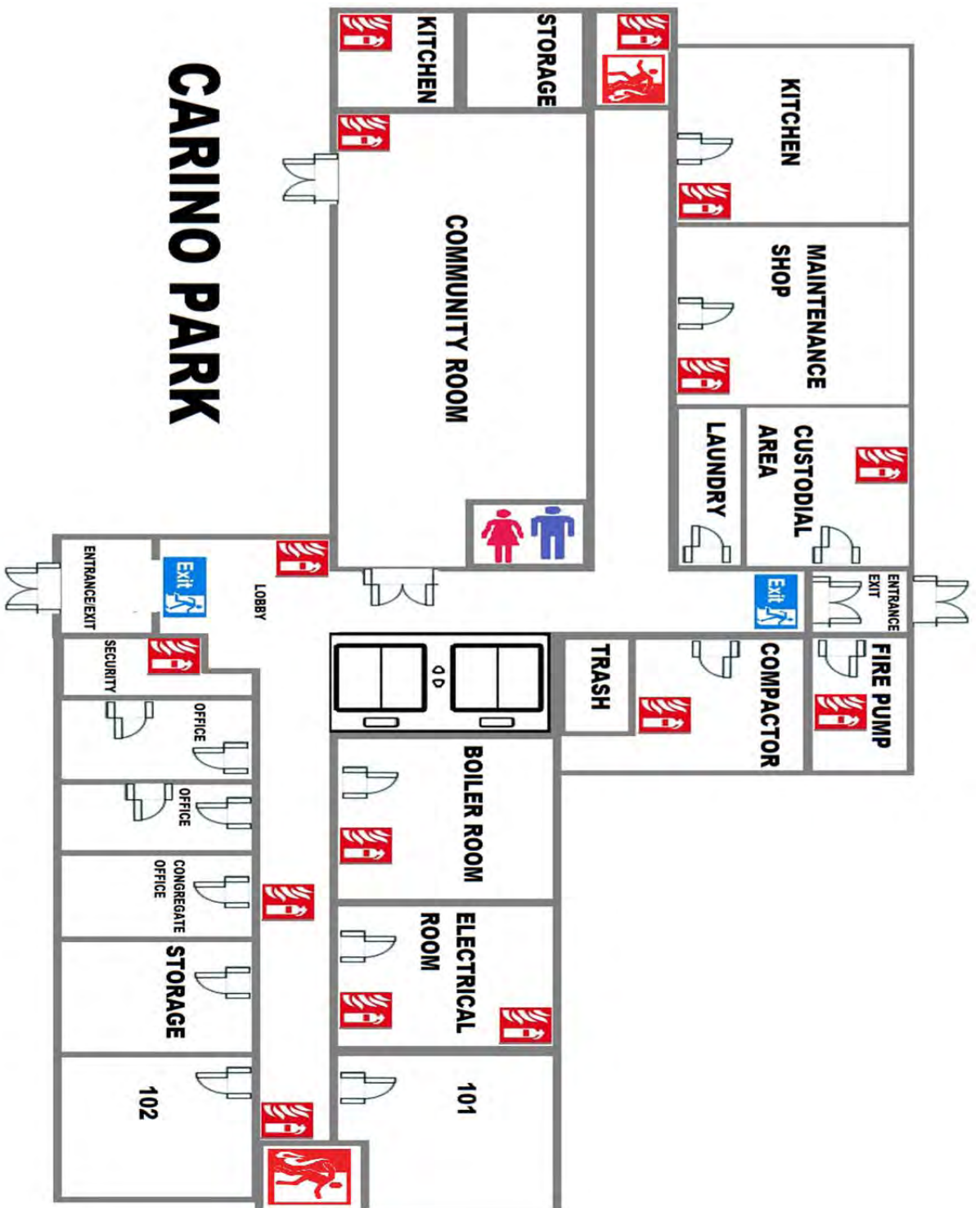
DOMESTIC
WATER
SUPPLY VALVE

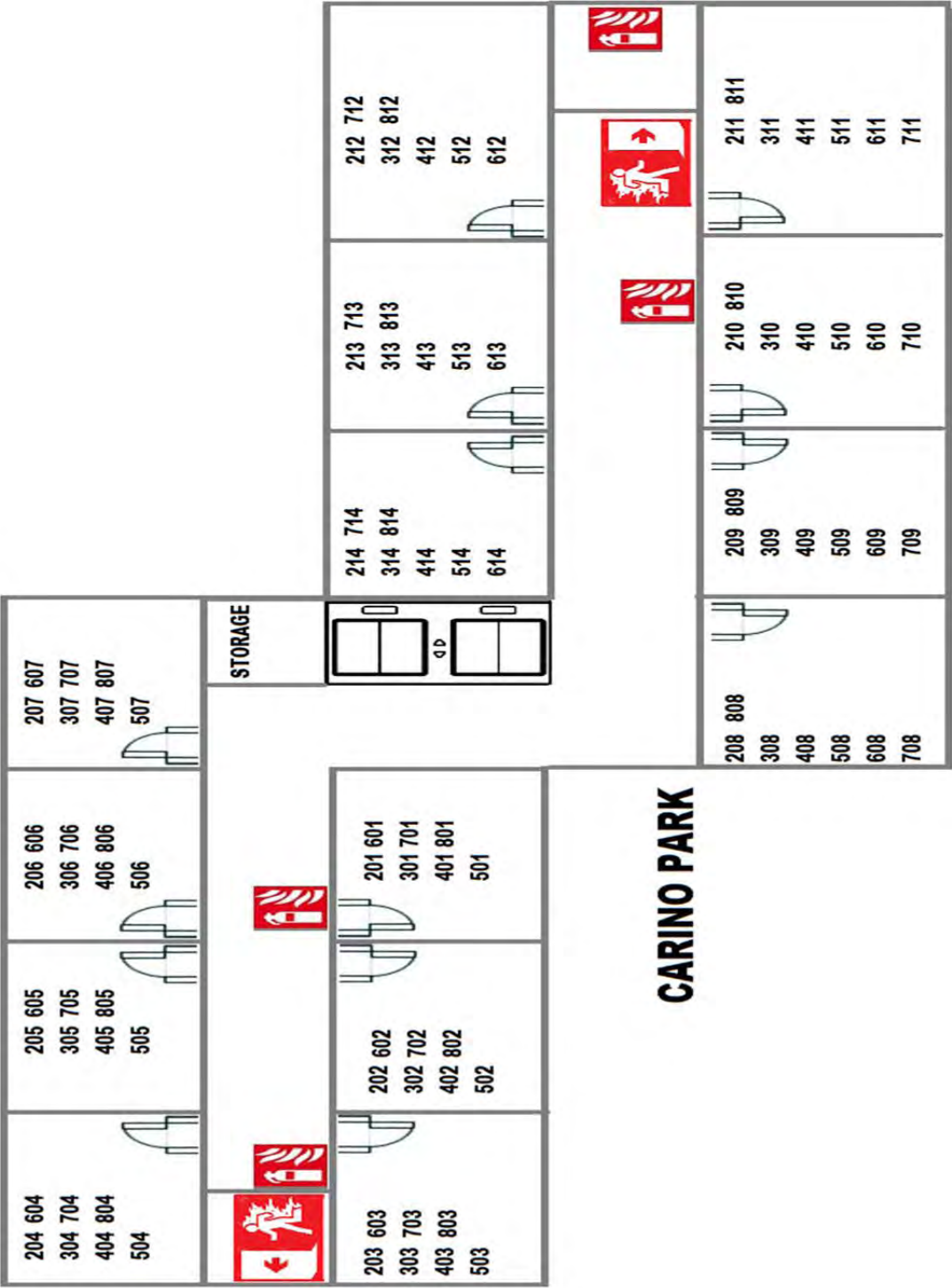
LOCATED IN
THE
MECHANICAL
ROOM

CARINO PARK APARTMENTS
FIRE PUMP ROOM/MECHANICAL ROOM

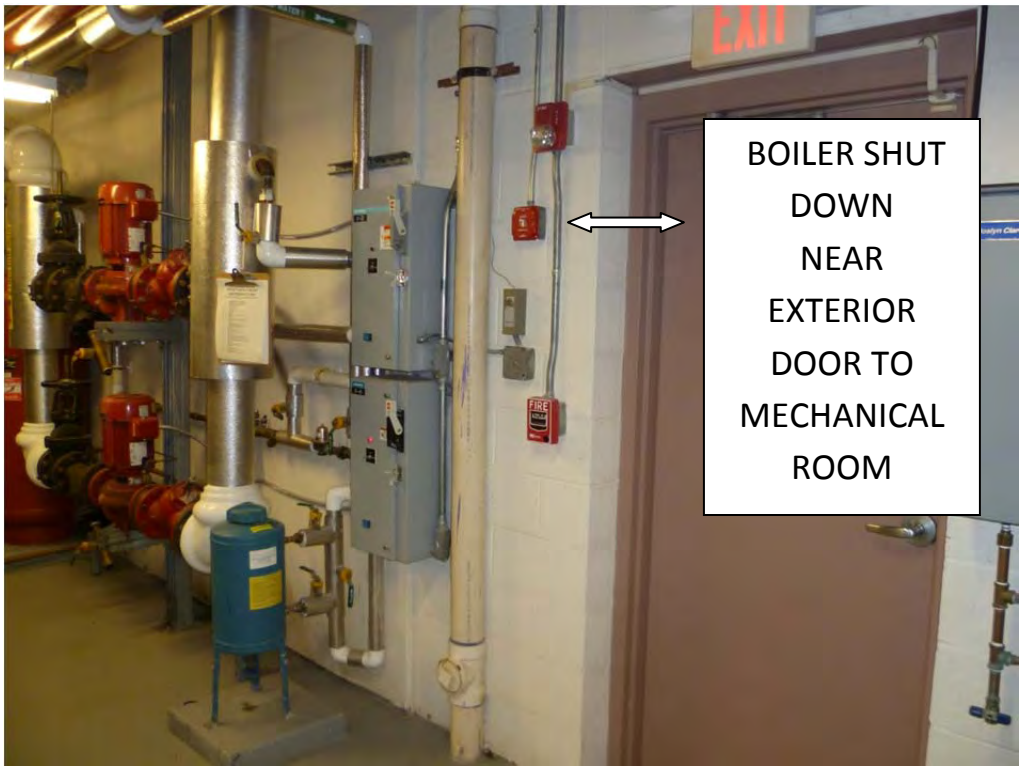
CARINO EVAC-1







**SHEPHERD'S FARM
SENIOR HOUSING
CRITICAL BUILDING
SYSTEM SHUT DOWN
&
EVACUATION
ASSEMBLY POINTS**



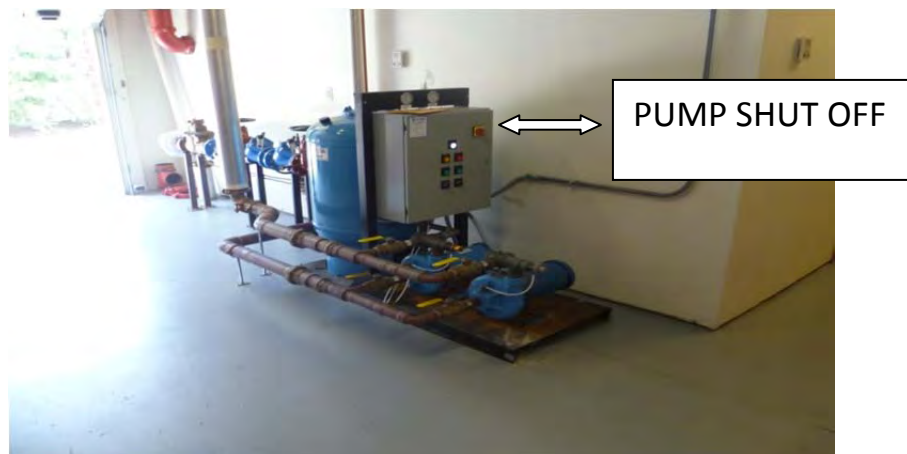
**SHEPHERD’S FARM MECHANICAL ROOM AND ELECTRIC ROOM
SHUT OFF FOR BOILER AND ELECTRICAL MAIN**



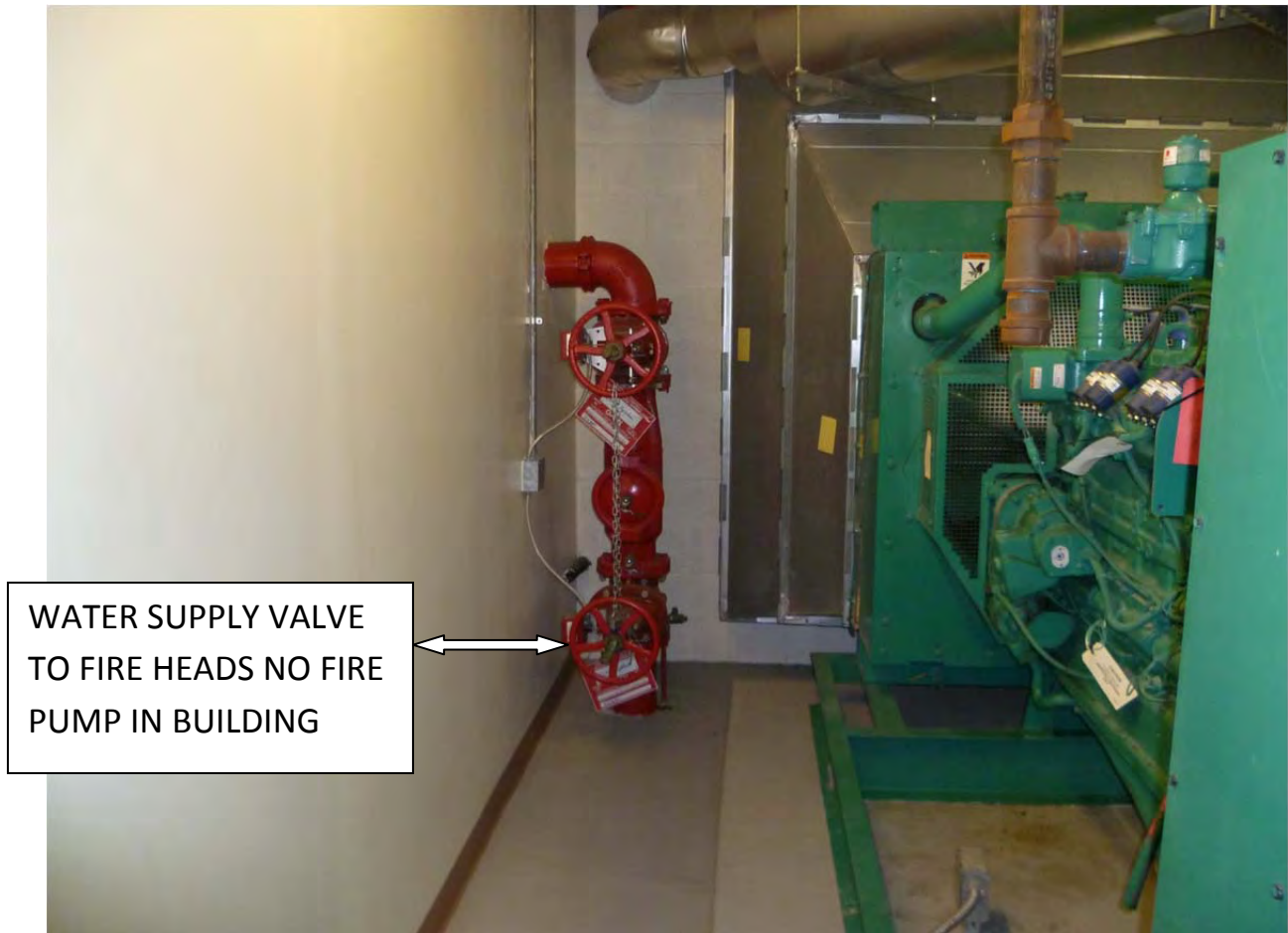
SHEPHERD'S FARM EMERGENCY BOILER SHUT DOWN AND NATURAL GAS SHUT DOWN



NOTE: If you need to shut the above valve to stop water supply into the building you must also shut the two pumps located in the Mechanical Room. See photo.

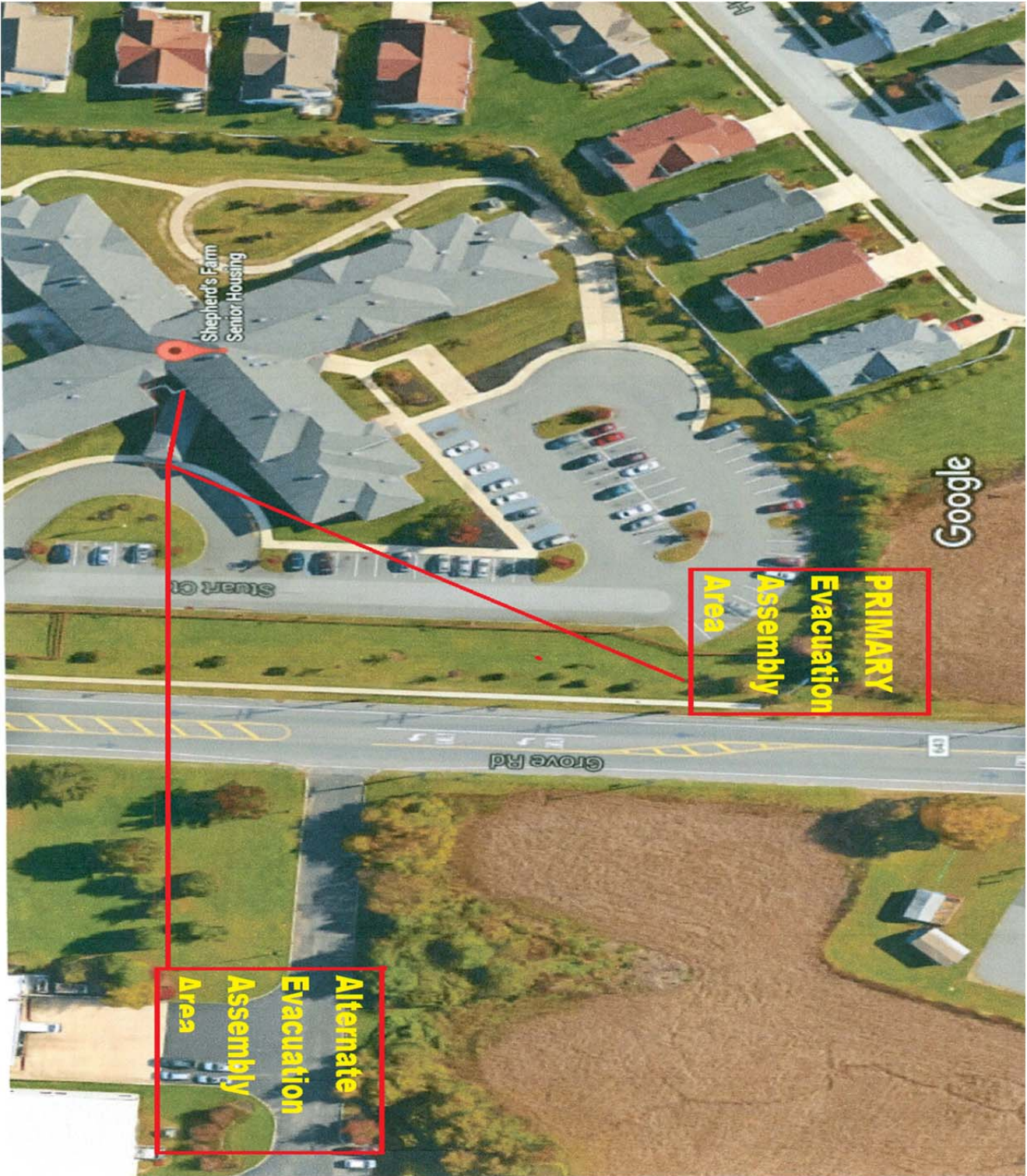


**SHEPPARD'S FARM DOMESTIC WATER SHUT OFF IN
MECHANICAL ROOM**

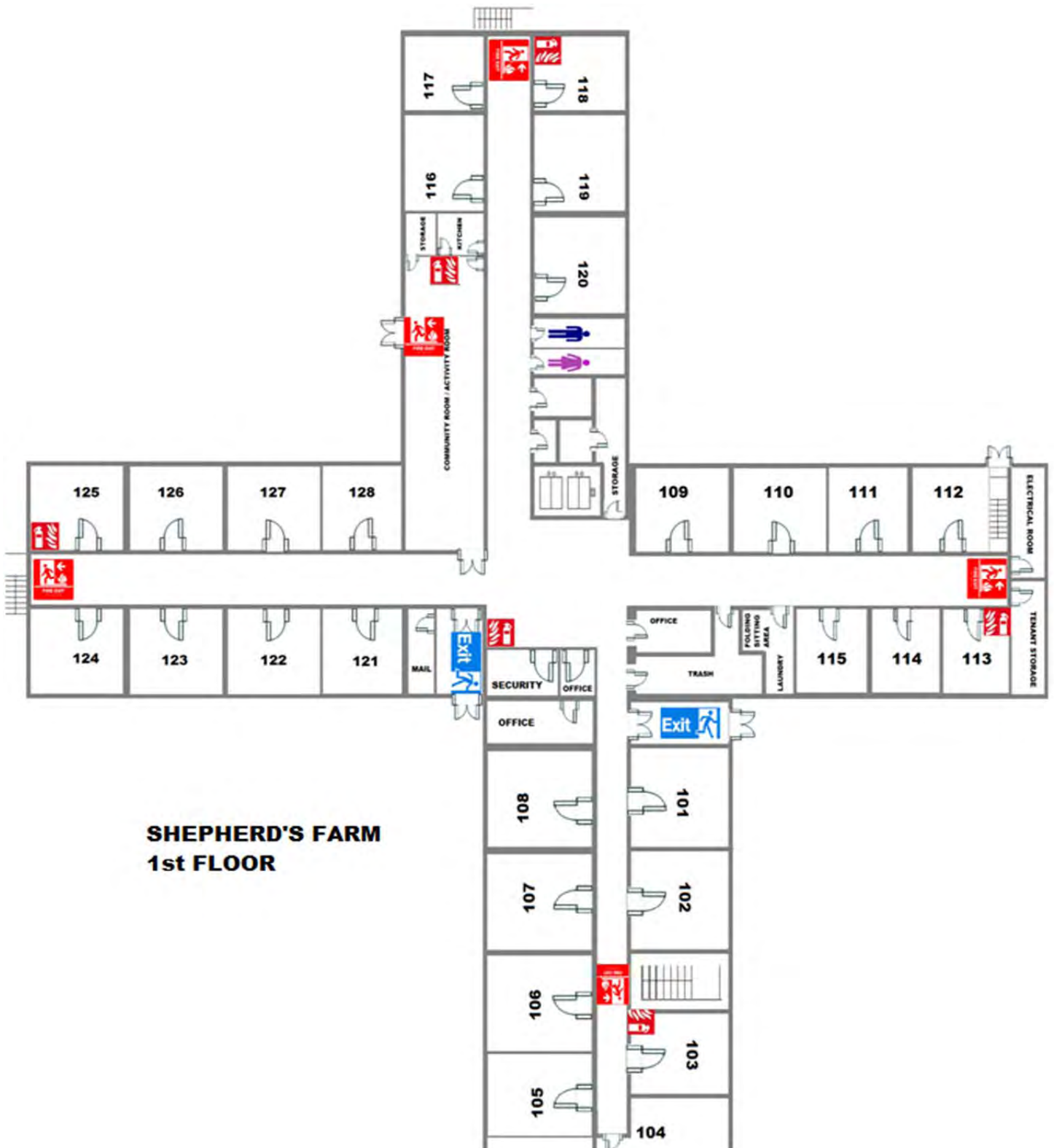


SHEPHERD'S FARM FIRE HEAD VALVE LOCATED IN THE GENERATOR ROOM

SHEPHERD EVAC-1



SHEPHERDS EVAC-2



SHEPHERDS EVAC-2.1



NANCY J. ELKIS

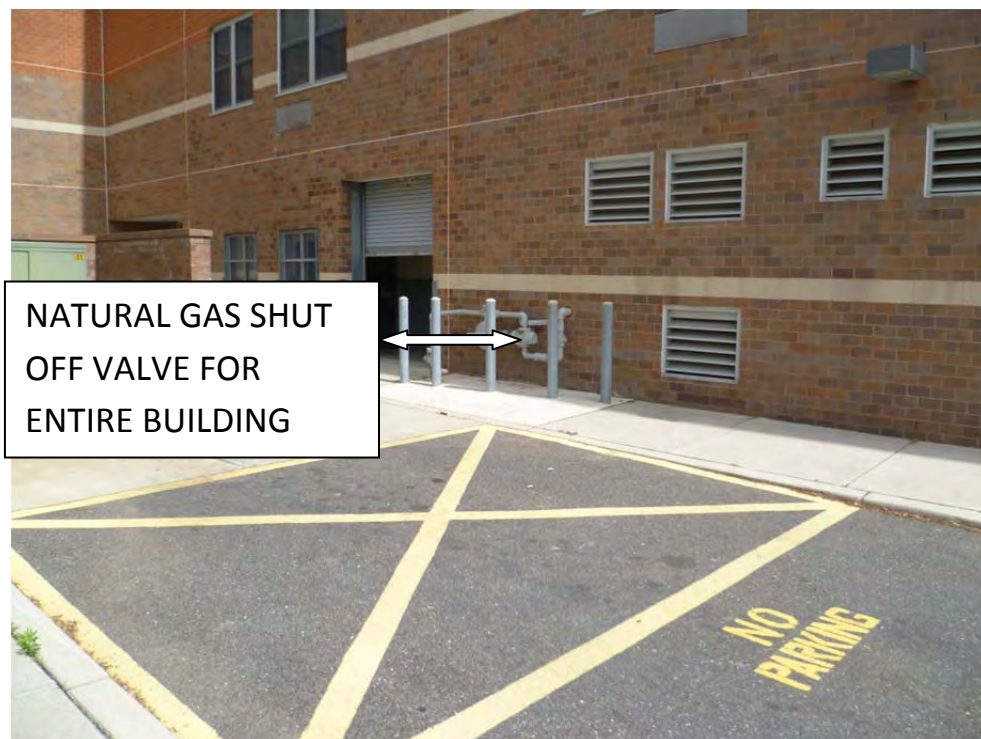
CRITICAL BUILDING

SYSTEMS SHUT DOWN

&

EVACUATION

ASSEMBLY POINTS

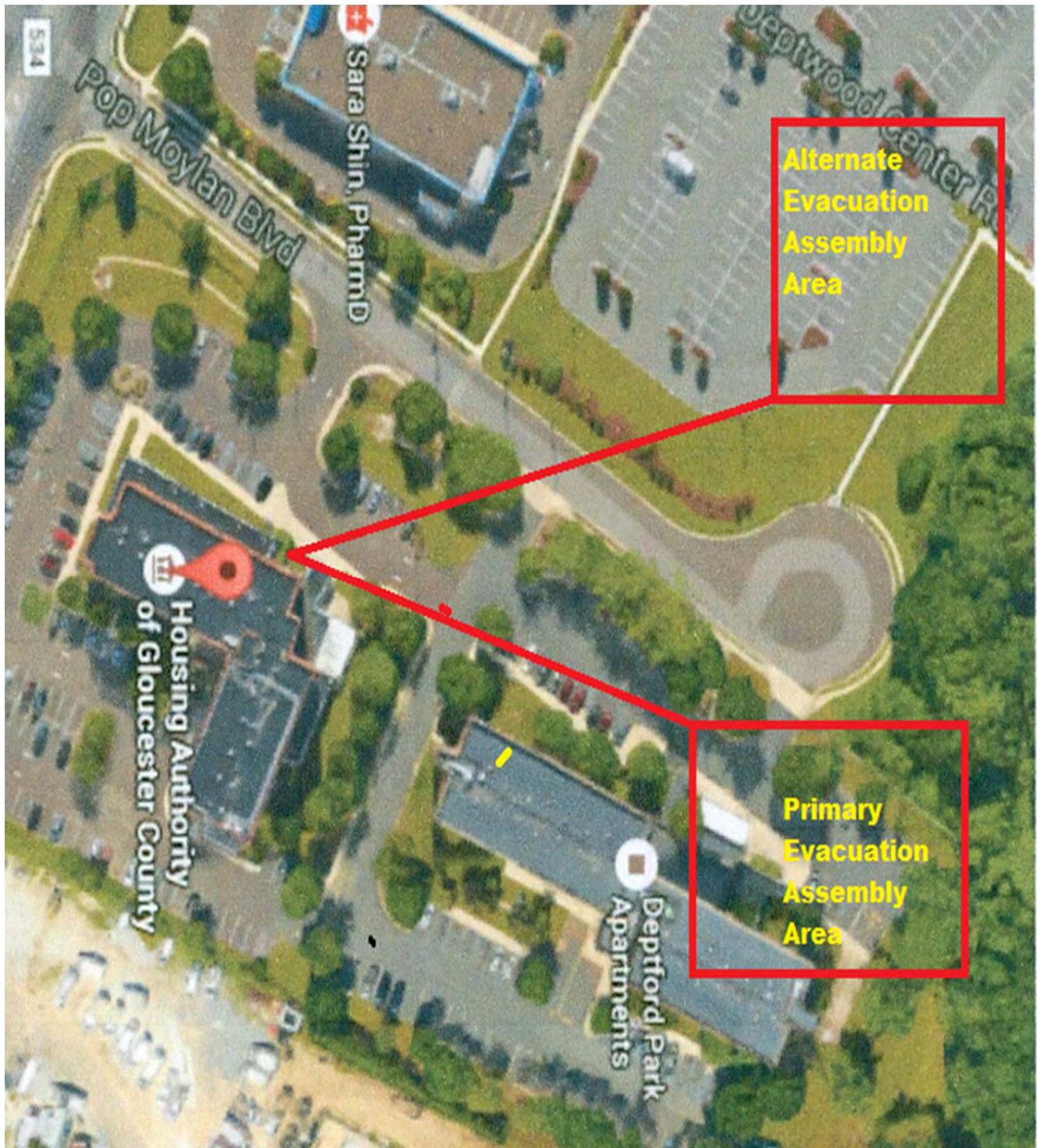


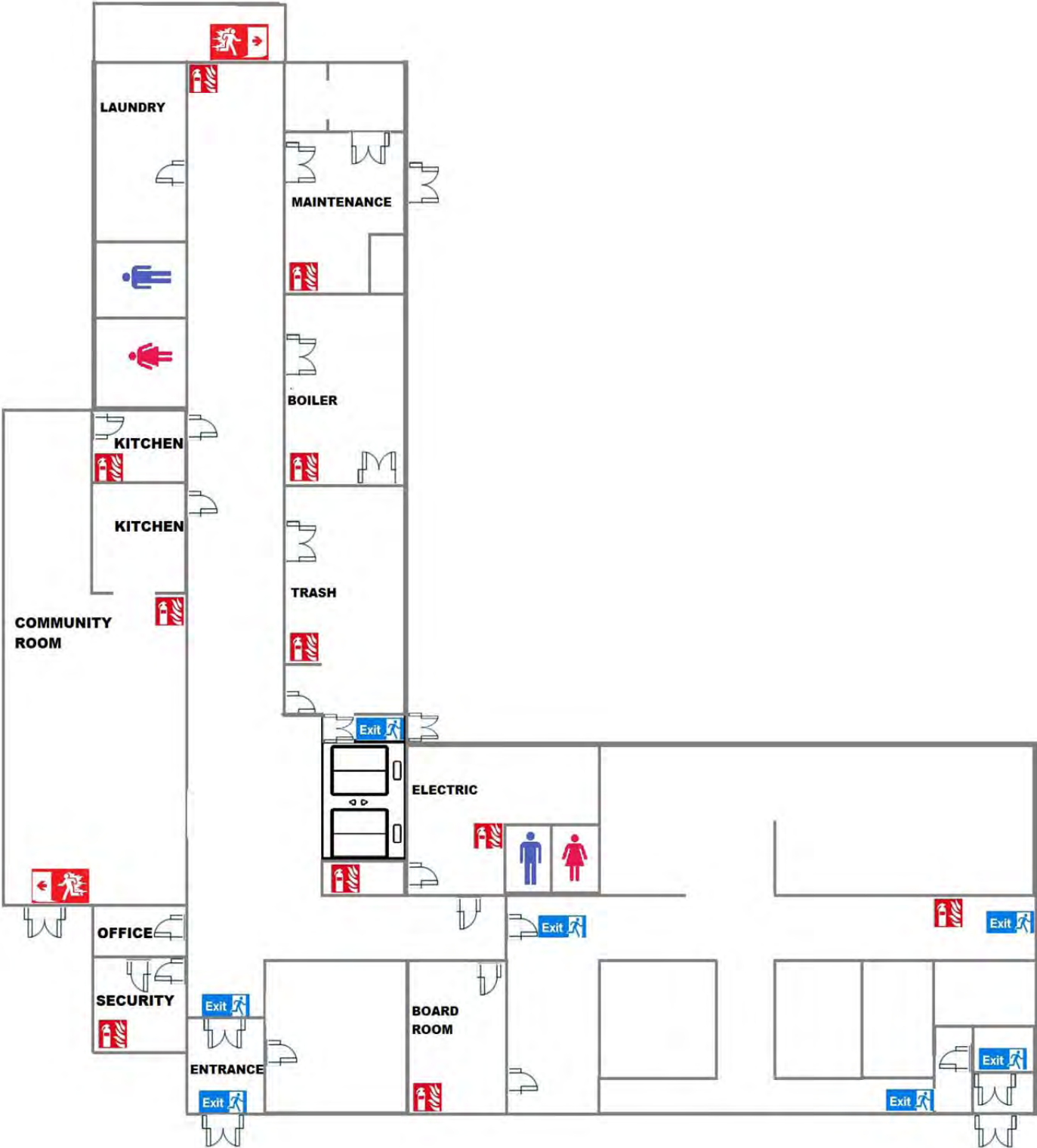
NANCY J. ELKIS SENIORS HOUSING

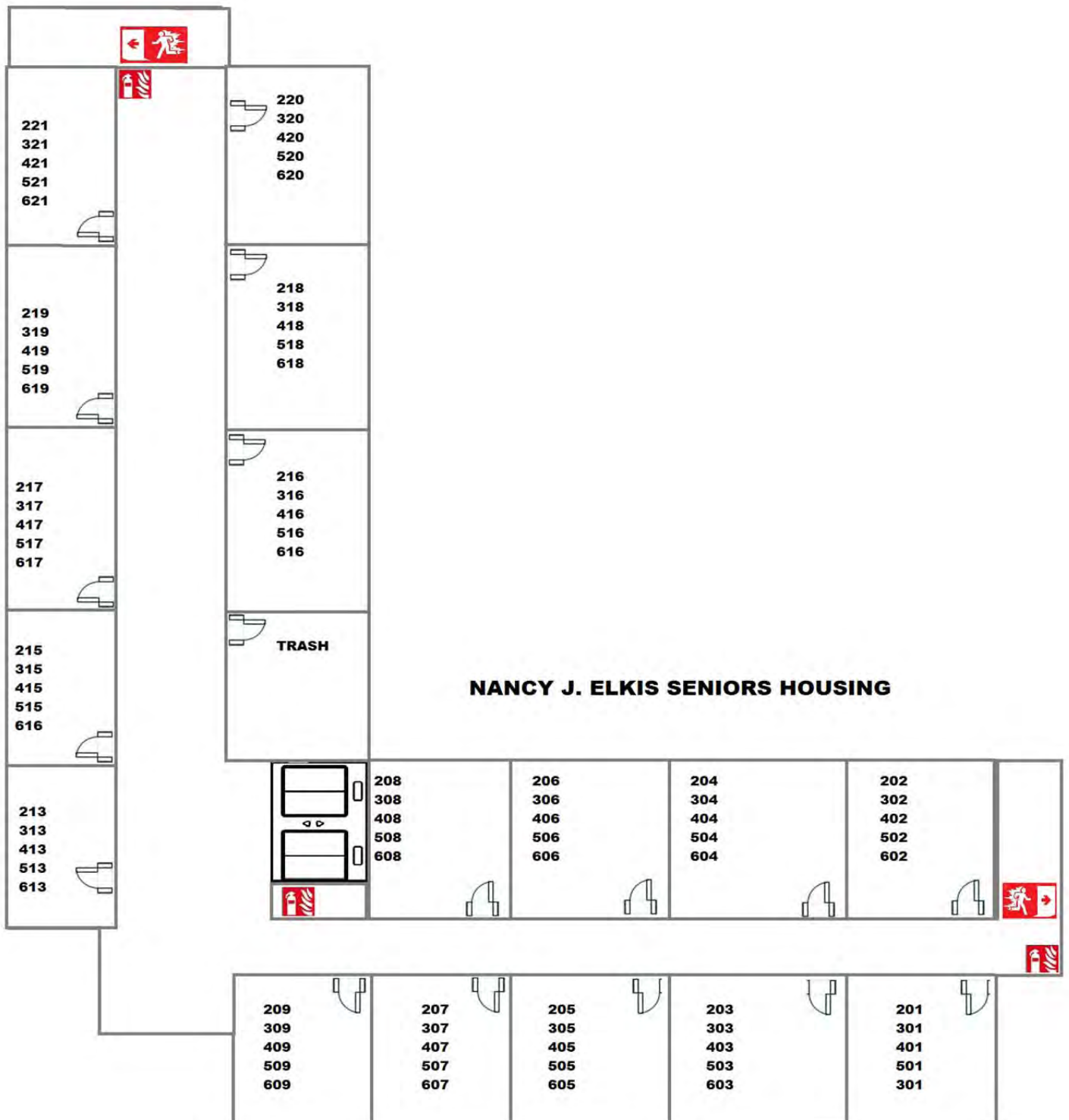


NANCY J. ELKIS BOILER SHUT DOWN





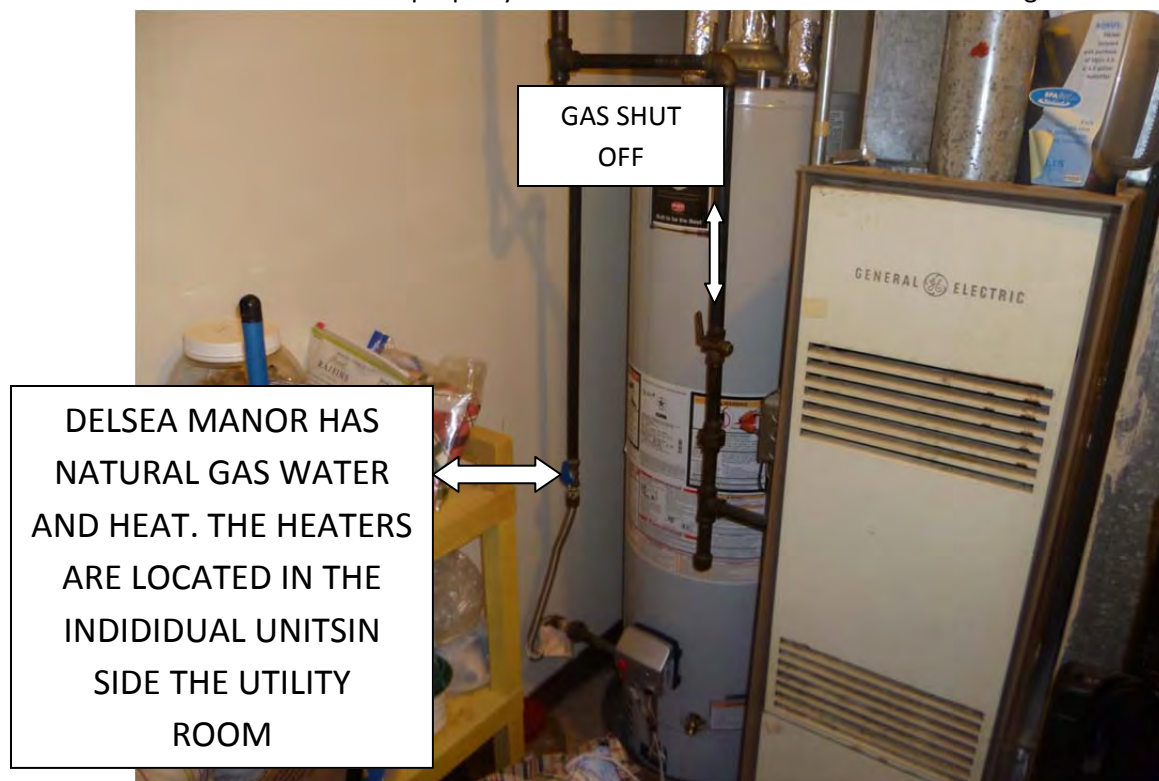




**GLASSBORO
HOUSING AUTHORITY
CRITICAL SYSTEM
SHUT DOWN
&
EVACUATION
ASSEMBLY POINTS**



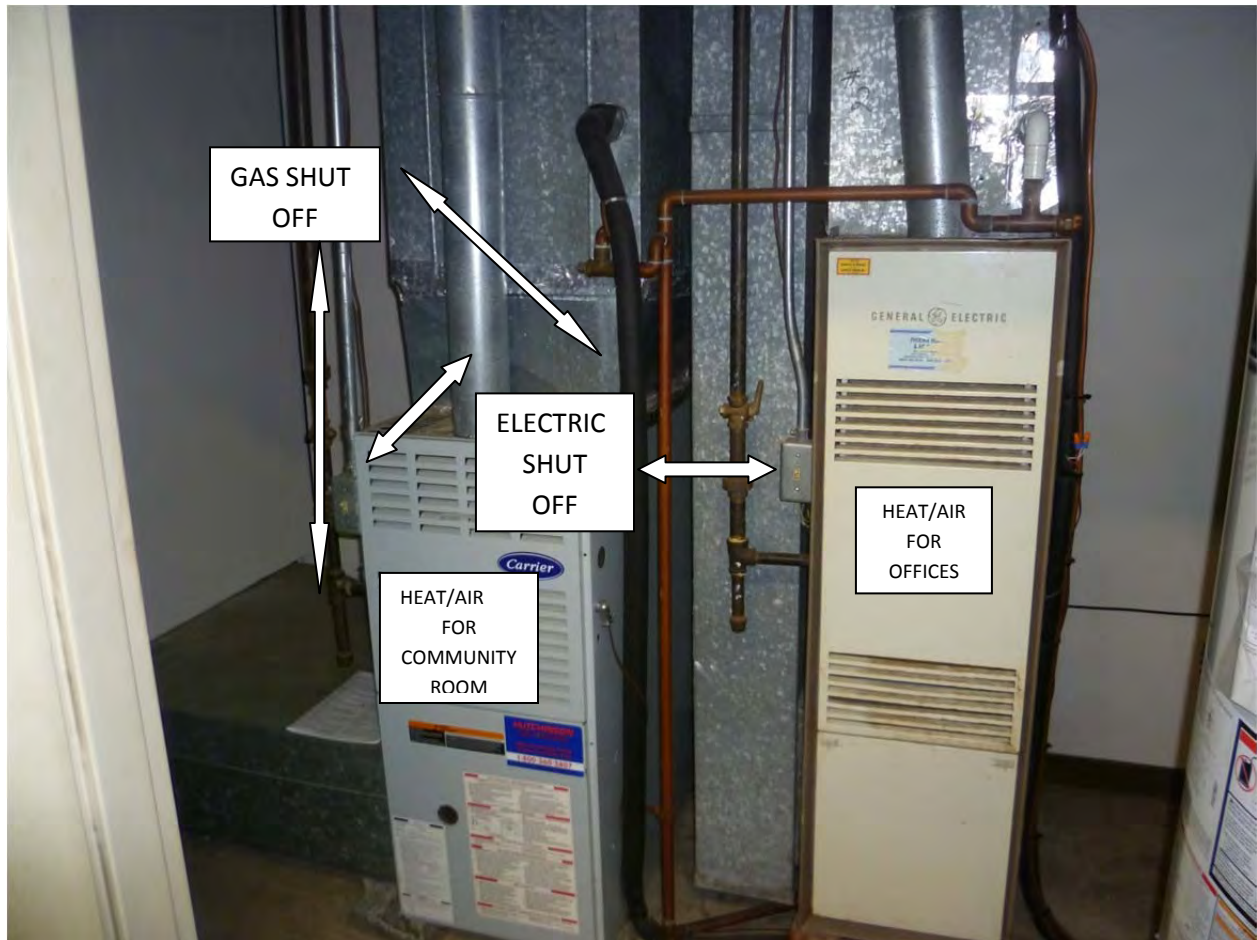
The natural gas shut off is located on the East side of building # 5 at Delsea Manor. Building # 5 is one of the buildings at the rear of the property behind the Administrative Offices to the right.



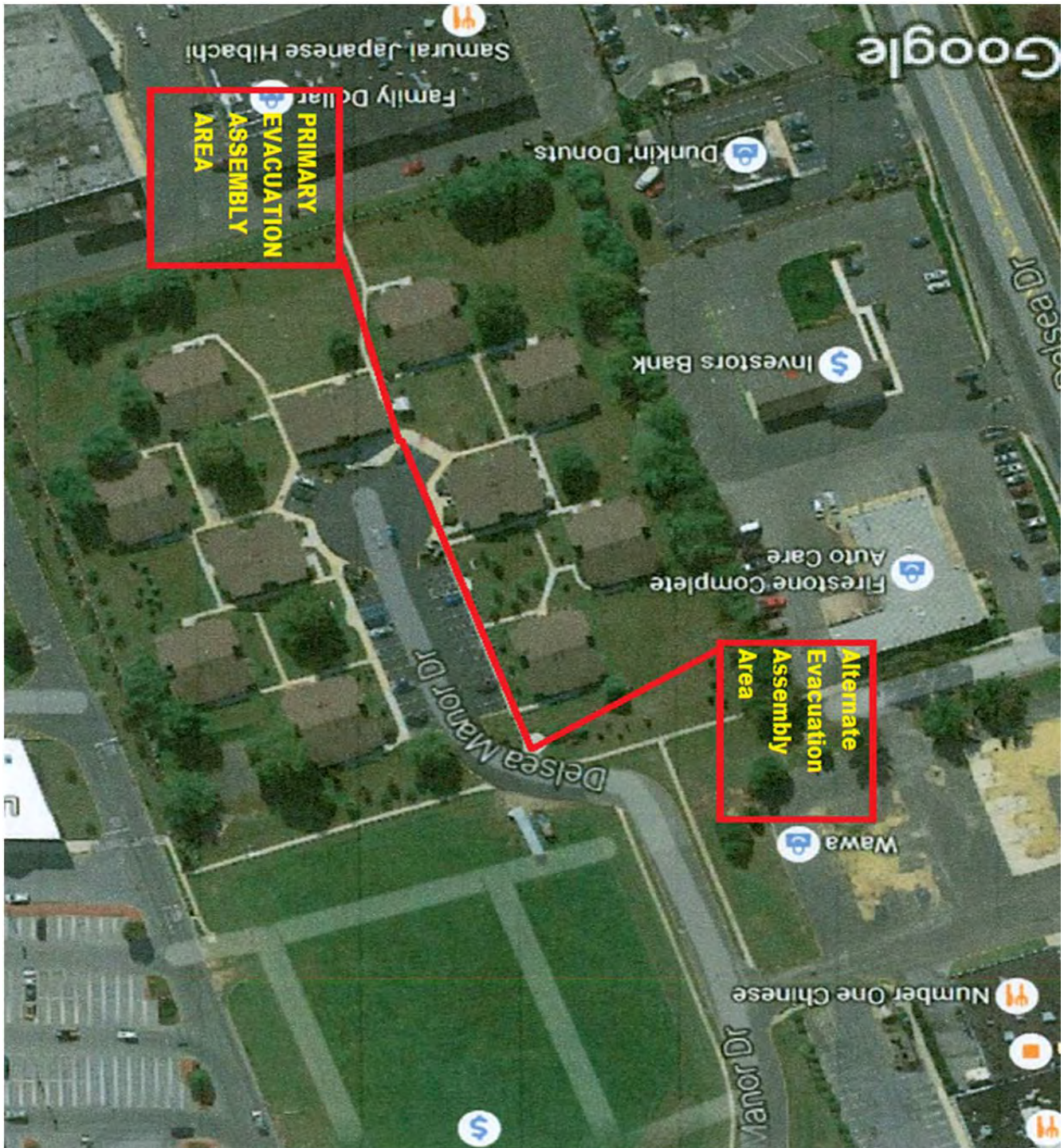
G.H.A. GAS SHUT OFF VALVES



G.H.A. ELECTRICAL SHUT OFF
INDIVIDUAL UNIT AND ADMINISTRATIVE OFFICES/COMMUNITY ROOM



G.H.A. GAS / ELECTRIC SHUT OFF





H.A.G.C. ATTACHMENT FORMS

[illegible]



The Housing Authority of Gloucester County
Affordable Housing Operations
100 Pop Moylan Boulevard
Deptford, NJ 08096
Phone: (856) 853-1190 Fax: (856) 251-6671

To: All Residents of Deptford Park, Nancy J. Elkins, Colonial Park, Shepherd's Farm, Carino Park, Delsea Manor, Summit Park and Whitney Gardens

Subject: Emergency Evacuation Assistance

Dear Resident,

Over the past few years the Housing Authority of Gloucester County has experienced emergency situations that required building evacuations. To ensure your safety during an emergency evacuation we need to identify if you will be able to exit your residence and proceed to the evacuation assembly area without assistance from First Responders or H.A.G.C. Staff.

Your wellbeing is our first priority so it is imperative that you complete the below information and return this form to your Superintendent or Site Manager by

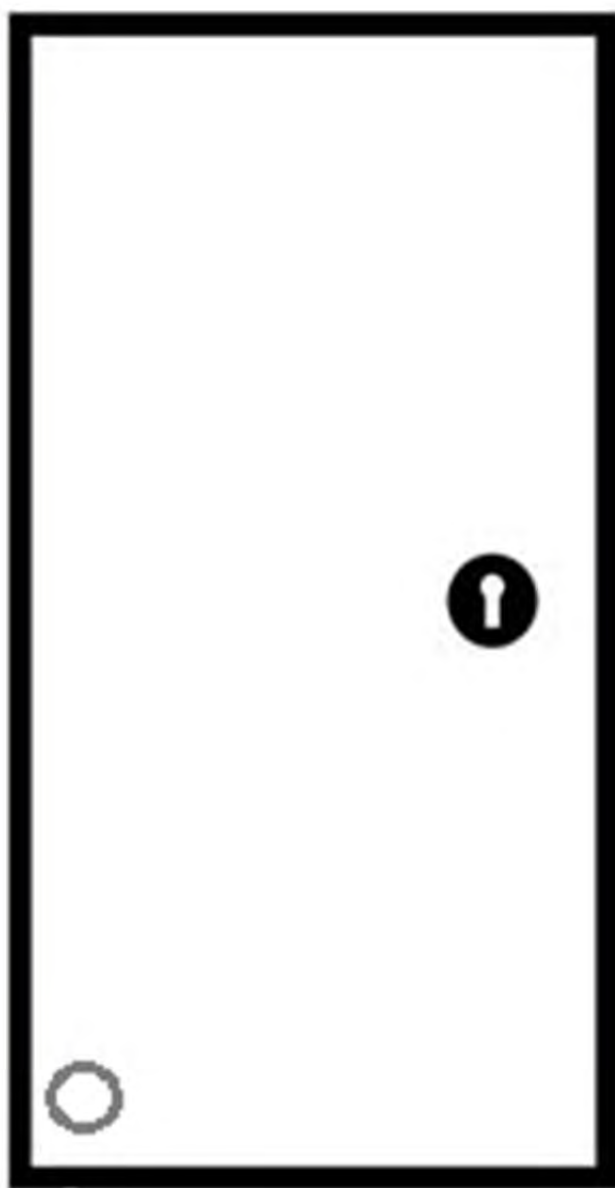
DATE:_____.

YOU ARE NOT BEING ASKED TO ANSWER ANY MEDICAL QUESTIONS.

PRINT YOUR NAME_____

APARTMENT #_____BUILDING_____

H.A.G.C. Special Needs Reflective Dot on Resident Door



White Refelctive Dot

HAGC VENDOR-1

HAGC EMERGENCY VENDOR & CONTRACTORS				
AIR CONDITIONING	EXTERMINATING	HEATING	PLUMBING	TREE SERVICE
HONORABLE AIR	APM	BLACKHORSE PLUMBING	BLACKHORSE PLUMBING	TERRACE TREE SERVICE
ADAM	JIM COXON 609-675-0550	856-875-6066 office 856-904-4382 cell	BOB PRIEST 856-875-6066 office	856-769-4955 main 609-420-1885 cell
BLACKHORSE PLUMBING	856-662-9571 office	COMFORT AIR-gas	ROOT 24 (drain cleaning)	VEHICLE REPAIR
BOB PRIEST	E & G (GHA)	KEN SCOTT	JOE	BILLS AUTO
856-875-6066 office	856-721-6368	856-848-3675 office	856-234-4940	856-228-3166
COMFORT AIR-gas	FIRE & SPRINKLER	856-904-4382 cell	856-962-7124	VENDING
KEN SCOTT	WAYMANS (CP, DP, NE, SF)	FULL SERVICE-cleaning	RUGS	APPLE VENDING
856-848-3675 office	302-994-5757	CHRIS	TUNSTALL FLOORING LLC (all)	BILL BECK
856-904-4382 cell	PROTECTION ONE (CARINO)	856-628-1155	856-384-8235	215-457-0400 EXT 121
FULL SERVICE-cleaning	866-666-8897	HONORABLE AIR	856-986-2863 cell	WELDING
CHRIS	FIRE ALARM MONITORING	ADAM	SECURITY	BUDDS WELDING
856-628-1155	VECTOR MONITORING	856-381-9344 cell	US SECURITIES	609-685-7744
ELECTRIC	800-638-7077	LAUNDRY	LUCY	609-685-7744
ART TODD ELECTRIC	ID - J5002985	CALECO	856-384-8661	609-420-1885 cell
ART TODD	GENERATOR	610-692-5600 office	SNOW REMOVAL	
856-589-2333 office	INDUSTRIAL VALLEY DIESEL	FMB LAUNDRY (GHA)	LAKE AUTO (CARINO & GHA)	
609-774-9035 cell	BOB OR CHRIS OR PATTY	OIL	TOM	
ELEVATOR	856-228-4077 office	WEAVER OIL	856-629-3015 office	
OTIS ELEVATOR	GUTTERS	856-845-1505	609-313-7727 cell	
800-233-6847	TOWNE GUTTERS	PAINTING	HUTCH (DP NE CP SF)	
	MARK LAYFIELD	JC CUSTOM (GHA)	609-685-3091	
	609-870-6977	856-451-3424		

UNIDEN GMR5089-2CKHS OPERATIONAL DIRECTIONS

Turning the Radio On and Adjusting the Volume

Press and hold **MENU** to turn the radio on.

To Change The Volume Level, press VO Δ or ∇ to increase or decrease the volume level then press ENTER

Press and hold **MENU** to turn the radio off.

Choosing a Channel

Your radio has 22 channels and 142 Privacy codes you can use to talk to others. In order to speak to someone, both your radios must be set to the same channel and Privacy code.

To choose a channel:

Press **CH** Δ or ∇ , then press **CH** Δ or ∇ to increase or decrease the channel number displayed.

To change the channel continuously, press **CH** Δ or ∇ , then repeatedly press and hold **CH** Δ or ∇ for more than 1 second.

NOTE: CHANNELS 1-7 and 15-22 have typical range of up to 50 miles by pressing **BOOST** (HIGHLIGHTED IN RED BOX ON PUSH TO TALK SIDE OF RADIO).

Setting the Radio to Group Mode

To set the radio to Group mode, which enables Direct Call, Auto Channel Change, and All Call, press and hold **TONE/GROUP** for 2 seconds. The radio displays GRP and group code.

UNIDEN GMR5089-2CKHS OPERATIONAL DIRECTIONS

Note: In Group mode, you cannot receive transmissions from other radios unless they are also set to the same channel and group code.

Setting the Group Code

Set the group code for your radio group from 0-142. Everyone in your group must select the same

group code in order to communicate with each other. Press **TONE/GROUP** in Group mode.

Press **ENTER** or **TONE/GROUP** to return to normal operation.

Choosing an Emergency/Weather Channel

Press WX

Press CH \wedge or \vee to increase or decrease the channel number and search for the NOAA channel Frequency. There are 7 NOAA channel frequencies available and these frequencies are common between the US and Canada. You need to know what frequency is being transmitted in your location.

When Weather Alert is activated, the highest priority is given to this function. It checks the weather alert signals every 7 seconds. When the unit finds a warning signal, it switches to the Warning Receive mode automatically.

Weather Alert is activated even if Beep Tone is off.

Chan.	Freq. (MHz)	Chan.	Freq. (MHz)
1	162.550	5	162.450
2	162.400	6	162.500
3	162.475	7	162.525
4	162.425		

UNIDEN GMR5089-2CKHS OPERATIONAL DIAGRAM



SAMPLE FIRE WATCH LOG

BUILDING:			
ADDRESS:			
FIRE WATCH ACTIVATION DATE:		FIRE WATCH ACTIVATION TIME:	
FIRE WATCH DEACTIVATION DATE:		FIRE WATCH DEACTIVATION TIME:	
REASON FOR FIRE WATCH:			
FIRE DEPARTMENT PERSONNEL ISSUING FIRE WATCH:			
FIRE WATCH PERSONNEL:			
PATROL TIME	INITIAL	AREA PROTECTED & STATUS	COMMENTS



**BOARD OF
CHOSEN FREEHOLDERS**

FIRE WATCH GUIDELINES

**COUNTY OF GLOUCESTER
STATE OF NEW JERSEY**

PURPOSE:

The purpose of this guideline is to assist owners, building managers, general contractors and others with the proper establishment of a fire watch when required by the Gloucester County Fire Marshal's Office.

**FREEHOLDER DIRECTOR
Robert M. Dammlinger**

SCOPE:

This guideline shall be followed anytime a required fire alarm system, required fire sprinkler system, hot works permit or any other required fire protection system is out of service. This guideline shall also be followed if a fire watch is required by the Gloucester County Fire Marshal's Office for any other reason.

**FREEHOLDER LIAISON
Giuseppe (Joe) Chila**



Fire Watch is defined in the NJ Uniform Fire Code as: A temporary measure to ensure continuous and systematic surveillance of a building, or portion thereof, by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

**DEPARTMENT OF
EMERGENCY RESPONSE**

AUTHORITY:

OUT OF SERVICE FIRE PROTECTION SYSTEM: Where a fire protection system is out of service or an excessive number of accidental activations, the fire marshal's office is authorized to require the building "impairment coordinator" (ex: maintenance personnel or owner/manager) to provide fire watch personnel until the system is diligently pursued for repair.

Office of the Fire Marshal

**EMERGENCY RESPONSE
COORDINATOR
J. Thomas Butts**

CONSTRUCTION, ALTERATION OR DEMOLITION OF A BUILDING: When alterations require modification of a portion of a fire protection system, the remainder of the system shall be kept in service and a fire watch shall be established at the deficient areas. When it is necessary to shut down the entire system, a fire watch shall be kept on site until the system is returned to service.

**COUNTY FIRE MARSHAL
Edward J. Johnson**

**212 County House Road
Clarksboro, NJ 08020**

HOT WORK PERMIT: A fire watch shall be provided during hot work activities and shall continue for a minimum of 30 minutes after the conclusion of the work. The fire code official or the responsible manager under a hot work program, is authorized to extend the fire watch based on the hazards of work being performed. A fire watch is not required when the hot work area has no fire hazards or combustible exposures.

**Phone 856.307.7137
Fax 856.307.6621**

Fire watch personnel shall have fire-extinguishing equipment readily available and shall be trained in the use of such equipment. Individuals assigned to fire watch duty shall be responsible for extinguishing spot fires and communicating an alarm.

www.co.gloucester.nj.us
ejohnson@co.gloucester.nj.us

ROOFING OPERATIONS: A fire watch shall be conducted for at least one hour after torches have been extinguished.

**New Jersey Relay Service-711
Gloucester County Relay Service
(TTY/TTD) (856) 48-6616**

PROCEDURE:

SPECIFIC DUTY REQUIREMENTS

1. Assigned personnel shall not be assigned to duties other than fire watch.
2. Assigned and adequate personnel shall patrol the area every 30 minutes where a required fire protection system is out of service or where required by the Fire Official due to a hazardous condition being conducted.
3. Assigned personnel shall maintain a log documenting fire watch activities. (enclosed)
4. Assigned personnel shall be able to notify occupants of the facility if the need to evacuate arises.
5. Assigned personnel shall be provided with communication equipment to notify 9-1-1 of a fire or emergency.
6. Assigned personnel shall have knowledge of the location and use of fire protection equipment.
Example: Fire Extinguishers.
7. Assigned personnel shall contact the fire department, as directed, when out of service fire protection systems are restored.

NOTE: Random checks may be made by fire department personnel to insure all of the above provisions are being complied with.

RESOLUTION # 16-28

**RESOLUTION AUTHORIZING ACC AMENDMENT FOR
CAPITAL FUND PROGRAM
NJ39P20450116 – FY 2016**

WHEREAS, the Housing Authority of Gloucester County has prepared a five year modernization program for public housing projects NJ39P20450116; and

WHEREAS, the Housing Authority of Gloucester County has received from the United States Department of Housing and Urban Development a funding commitment and Annual Contributions Amendment for FY 2016, under Grant Number NJ39P20450116; and

WHEREAS, it is in the interest of the Housing Authority of Gloucester County to proceed with the modernization program, as well as other physical improvements to HAGC public housing properties in a timely manner for the benefit of the program and lower income residents:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that:

1. The ACC Amendment under Capital Fund Grant Number NJ39P20450116 is hereby approved.
2. The Executive Director is authorized to sign Form HUD-52840A, Capital Fund Program (CFP) Amendment.
3. The Executive Director is authorized to submit the Annual Statement/ Performance & Evaluation Report for the Capital Fund Program, Form HUD-52837 (3 pages), as attached hereto and made a part hereof.
4. The Executive Director is authorized to implement the program (NJ39P20450116) immediately.
5. The Executive Director is authorized to make technical adjustments to the program application and budget as may be required in accordance with federal requirements to expedite the program
6. The Executive Director is authorized to amend the Agency Plan consistent with the ACC Amendment.

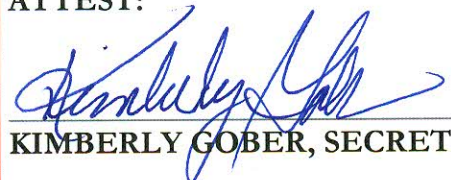
ADOPTED at a Meeting of the Housing Authority of Gloucester County,
held on the 23RD OF MARCH, 2016

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:




KIMBERLY GOBER, SECRETARY

DATED: MARCH 24TH, 2016

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226

Part I: Summary		Grant Type and Number		FFY of Grant	
PHA Name:		Capital Fund Program Grant No: NJ39P204501 16		2016	
Housing Authority of Gloucester County		Replacement Housing Factor Grant No:		FFY of Grant Approval	
		Date of CFFP: N/A		2016	

Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operation (may not exceed 20% of line 20) ³	-	-	-	-
3	1408 Management Improvements	-	-	-	-
4	1410 Administration (may not exceed 10% of line 20)	36,601.00	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	15,000.00	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvements	50,000.00	-	-	-
10	1460 Dwelling Structures	219,415.00	-	-	-
11	1465.1 Dwelling Equipment--Nonexpendable	19,000.00	-	-	-
12	1470 Non-dwelling Structures	-	-	-	-
13	1475 Non-dwelling Equipment	26,000.00	-	-	-
14	1485 Demolition	-	-	-	-
15	1492 Moving to Work Demonstration	-	-	-	-
16	1495.1 Relocation Costs	-	-	-	-
17	1499 Development Activities ⁴	-	-	-	-
18a	1501 Collateralization or Debt Service paid by the PHA	-	-	-	-
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	-	-	-	-
19	1502 Contingency (may not exceed 8% of line 20)	-	-	-	-
20	Amount of Annual Grant: (sum of lines 2 -- 19)	366,016.00	-	-	-
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security -- Soft Costs				
24	Amount of line 20 Related to Security -- Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director 		Date 3/23/16		Signature of Public Housing Director Date	

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations

⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

**RESOLUTION AUTHORIZING EXECUTIVE SESSION IN ORDER
TO DISCUSS MATTERS FALLING UNDER EXEPTIONS
TO THE OPEN PUBLIC MEETINGS ACT**

WHEREAS, While the Sen. Byron M. Baer Open Public Meetings Act (OPRA, NJSA 10:4-6et seq.) requires all meetings of the Housing Authority of Gloucester County to be held in public, NJSA 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in “Executive Session”, i.e. without the public being permitted to attend and:

WHEREAS, the Housing Authority of Gloucester County has determined that _____ issues are permitted by NJSA 10:4-12 (b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on March 23rd, 2016 at 4:30 P.M. and;

WHEREAS, the nine (9) exceptions to public meetings set forth in NJSA 10:4-12(b) are listed below with the number of issues and any additional information shall be written:

- 1) **“Any matter which, by express provision of Federal law, State stature of rule of court shall be rendered confidential or excluded from public discussion”** the legal citation to the provision at issue
is _____ and the nature of the matter described as specifically as possible without undermining the need for confidentiality
is _____

- 2) **“Any matter in which the release of information would impair a right to receive funds from the federal government.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality
is _____

- 3) **“Any material the disclosure of which constitutes an unwarranted invasion of privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, healthy, custodial, child protections, rehabilitation, legal defenses, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual’s personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality
is _____

- 4) **“Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body.”** The collective bargaining contract(s) discussed are between the Board
and _____

- 5) **“Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.”**The nature of the matter, described as specifically as possible without undermining the need for confidentiality
is _____

- 6) **“Any tactics and techniques utilized in protecting the safety and property of the public provide that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality
is _____

- 7) **“Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matter falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.”** The parties to and docket number of each item of litigation and/or the parties to each contract discussed
are _____

and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality
is _____

- 8) **“ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining in of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.”**

Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. vs New Jersey Expressway Authority, 124 NJ 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are

- 9) **“ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.”**

The nature of the matter, described as specifically as possible without undermining the need for confidentiality

is

WHEREAS, the length of the Executive Session is estimated to be _____ minutes after which the public meeting of the Housing Authority of Gloucester County shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Gloucester County will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

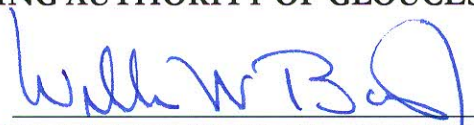
BE IT FURTHER RESOLVED that the Secretary, on the next business day following this , shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by NJSA 47:1A-1 et seq.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF GLOUCESTER COUNTY AT IT'S PUBLIC MEETING HELD ON MARCH 23RD, 2016

ADOPTED at the Regular Meeting of the Board of Commissioners held on the 23rd day of March, 2016

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W BAIN, JR. , CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATED: MARCH 23RD, 2016