

## SWANSEA HOUSING AUTHORITY

### EMERGENCY EVACUATION PLAN

In the event of an emergency or natural disaster\*, the Swansea Housing Authority shall incorporate the cooperation of the following entities in evacuating and sheltering the tenants Martin Court:

- Town of Swansea Emergency Preparedness Plans
- Swansea Fire and Police Department

The Swansea Housing Authority will make available to all tenants:

- Training;
- File of Life with help to complete forms;
- Prescription boxes, if needed;
- A copy of the plan with emergency contact numbers;
- A list of "What to Take in Case of An Emergency".

The protocol for evacuating when a fire alarm sounds:

- be sure to take emergency packet (list given separately);
- leave building **IMMEDIATELY**;
- follow directions of the Fire/Police Departments.

**\* IMPORTANT REMINDER: ALWAYS NOTIFY THE OFFICE WHEN HAVING AN OVERNIGHT GUEST AS THIS GIVES AN ACCURATE HEAD COUNT. IF THE COMPANY ARRIVES AFTER HOURS, WEEKENDS OR HOLIDAYS, PLEASE CALL THE OFFICE AND LEAVE A MESSAGE ON THE ANSWERING MACHINE.**

The protocol for first notification shall be as follows:

- 911
- Swansea Housing Authority Maintenance Staff - 508-726-1193
- Swansea Housing Authority Management Company - 508-994-1424 (Dartmouth HA).

**NOTE:** any tenant refusing to evacuate **MUST** sign a release absolving the Swansea Housing Authority of any liability. Family members will be so notified as well.

\*Emergencies include (but are not limited to): fire, gas leak, environmental emergencies, hurricane, tornado, flooding, blizzard/loss of electricity.

**Adopted by SHA Board  
March 12, 2013**